Executive Assistant (Ref: 2000075)
Alumni Affairs and Development Office

The appointee will be responsible for providing support to the Alumni Affairs and Development Manager (Project Management Team). Duties include providing assistance to shape projects; preparing proposal presentation and other materials with infographics and/or appropriate visual effects; coordinating the preparation of progress reports; performing compilation and analysis of data; liaising and building relationships with internal and external counterparts; maintaining and updating relevant databases; providing assistance in fundraising campaigns, activities, events, ceremonies and publicity plans; rendering support to achieve the Office’s strategies and objectives; and performing any other duties as assigned by supervising officers. He/she may be required to work outside normal office hours/at weekends.

Applicants should have a recognized degree preferably with relevant post-qualification working experience. They should demonstrate logical thinking, good interpersonal and communication skills, ability to work cohesively in a team and deliver assignments independently even under pressure; be innovative, eager to learn and respond positively to feedback; and willing to deliver beyond expectations. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and PowerPoint. Multi-tasking and attention to details are essential.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the online application form and upload a full CV on or before 11 September 2020. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to http://www.eduhk.hk/jobsopp/index.php?glang=en.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at http://www.eduhk.hk.

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