Executive Assistant (Ref: ExeA/GS/0819)
Graduate School

The appointee will be responsible for providing support to programme administration. Main duties include handling student enquiries; serving as secretary to Boards and Committees; drafting administrative papers and documents; liaising with programme management personnel, students, departments and external bodies; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor’s degree preferably with some relevant post-qualification working experience. They should have good interpersonal and communication skills and the ability to work independently and as a team member. They should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Applicants with working experience in local tertiary education institutions are preferred.

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.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro3@eduhk.hk or by post to the above address on or before 23 August 2019. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.

EdUHK is an Equal Opportunities Employer.