

Executive Assistant (Ref: 2000095)
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.

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 **30 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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