Executive Assistant (Ref: ExeA/HPE/0719)
Department of Health and Physical Education

The appointee will be responsible for providing general administrative and secretarial support to programme, committee, promotion and research activities; liaising with students and external bodies; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor’s degree, preferably with relevant post-qualification working experience. They should also have high proficiency in English, Chinese and Putonghua, good interpersonal and communication skills, literacy in computer applications and the ability to work independently and as a good team player. Relevant working experience in the local tertiary education sector will be an advantage. Immediate availability is 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 hro1@eduhk.hk or by post to the above address on or before 12 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.

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