Executive Assistant (Ref: 2000012)
Student Affairs Office (Counselling and Career Development Section)

The appointee will be responsible for providing programme and administrative support, to the Student Affairs Office in the University. Duties include organizing student development projects and activities; supporting student and employer marketing; drafting documents and correspondences; preparing financial documents; analyzing data; liaising with internal and external parties and students at large; and performing other duties as assigned.

Applicants should have a recognized degree preferably with some relevant full-time working experience; proficiency in both English and Chinese (including Putonghua); experience in logistic support and student activities; good interpersonal and communication skills; literacy in computer applications such as excel and designing software; knowledge of data collection, consolidation and statistical data analysis; and the ability to work independently. Experience in working at local tertiary education institution(s) 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.

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 7 February 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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