

Executive Assistant (Ref: 2301246)
Estates Office

The appointee will assist the Executive Officer I of the North Point Study Centre Office in running the centre's operations related to office administration, enquiry services, programme support administration and other campus management tasks. He/ she will be required to coordinate/ assign duties to junior staff (including the out-sourced cleaners & security guards) and provide front-line supervision to them as well as back-up support; prepare notices, correspondences and reports; provide secretarial supports for meetings; and perform any other duties as assigned by supervisors. The appointee may be required to work during non-office hours and public holidays.

Applicants should have a good Bachelor's degree, preferably with some relevant post-qualification working experience in tertiary education sector. They should be highly self-motivated, able to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Experience in administering websites will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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. **Review of applications will start from 23 November 2023, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. 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/jobsoff/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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