

Executive Assistant (Ref: 2400351)
Department of Cultural and Creative Arts

The appointee will be responsible for providing executive support to the Department. Duties include marketing and promotion of programmes; preparing and organizing promotional materials and activities; providing executive support for learning & teaching and quality enhancement activities; providing secretarial support to committees; and performing any other duties as assigned by the supervisor(s).

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience. Strong communication, interpersonal, organizational and multi-tasking skills are essential. They should be self-motivated, attentive to details, able to work independently and under pressure, highly proficient in both English and Chinese (including Putonghua), and literate in computer applications. Familiarity with graphic design software is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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. **Review of applications will start from 19 April 2024, 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/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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