

**Executive Assistant (Ref: 2400680)  
Graduate School**

The appointee will be responsible for providing administrative support to programmes under the Graduate School. Main duties include drafting proposals, preparing reports, handling enquiries, providing administrative support to programmes, drafting administrative papers and documents, liaising with programme management personnel, students, and departments; and performing any other duties, including administrative works, as assigned by supervisors.

Applicants should have a Bachelor's degree. 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. Candidates with relevant work experience in supporting postgraduate programmes are preferred.

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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 on or before **5 July 2024**. 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>.

**EdUHK is an Equal Opportunities Employer.**