

Executive Officer I (Ref: 2400692)
Estates Office

The appointee will be responsible to provide administrative assistance and support for all estates related matters. Major duties include but not limited to providing secretarial and executive support to various committee/ task force/ working group etc., drafting of papers/ reports/ proposals/ minutes/ presentation materials and coordinating for the meeting schedules; rendering assistance in facility and space management including stock-taking of space allocation, coordinating space utilization survey/ reports and providing all necessary support to facilitate the strategical planning on space usage and allocation; handling enquiries and liaising with internal and external parties on estates related matters; providing support in event management and facility management and performing any other duties as assigned.

Applicants should have a recognized Bachelor's degree with at least 7 years of post-qualification work experience at the executive level, preferably gained in tertiary institutions. Strong communication and excellent organizational skills with high proficiency in both English and Chinese are required, along with familiarity with computer applications such as MS Word, Excel, PowerPoint, Chinese Word Processing, and web applications. Experience in committee secretariat duties, report compilation and space management will be a strong advantage. Independence, capability of multi-tasking, being highly self-motivated, attention to details and the ability to work under pressure and to meet tight timelines are essential qualities.

Shortlisted candidates may be required to sit for a written test.

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 on or before **13 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/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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