

**Executive Assistant (Ref: 2401053)**  
**Estates Office**

The appointee will be mainly responsible for assisting in preparing/tracking/updating budgets and monitoring expenses status and progress of the office; preparing/registering/recording office payments to the Finance Office; processing online purchase requisitions; receiving invoices for preparing Good Received Note (GRN) for payment; providing general clerical and counter support to the Estates Office.

Applicants should have a Bachelor's degree, preferably with some years of relevant working experience in the universities/education sector. They should have good customer service and communications skills, the ability 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. Candidates with accounting background and knowledge in using Oracle System and the Computerized Maintenance Management System (CMMS) will have a priority.

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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 **11 October 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>.

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