

Executive Officer II
(holding a functional title of Personal Secretary I) (Ref: 2401110)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing a full range of integrated secretarial services to the Faculty Dean; undertaking reception duties; liaising with internal and external parties on various Faculty matters; providing secretarial support to committees/boards/working groups as appropriate; planning/organising faculty events; providing executive support to the strategic development of the Faculty; supervising junior staff; and perform other duties as assigned by the supervisors.

Applicants should have a Bachelor's Degree, preferably with 5 years of post-qualification working experience. Successful candidate is expected to work independently and be highly proficient in written English, possess good command of Chinese, with excellent communication and interpersonal skills, as well as be literate in computer applications including MS Word, Excel, PowerPoint, Chinese Word Processing, and Web applications. Applicants should also be a good team player, attentive to details, self-motivated and able to work under pressure.

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 22 October 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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