

Executive Assistant (Ref: 2401156)
Student Affairs Office (Career Development Section)

The appointee will be responsible for providing programme and administrative support to the Student Affairs Office. Major duties include providing support to student development projects and activities such as workshops, trainings and conferences; coordinating surveys and data management; drafting documents and promotional materials; counter duties; liaising with internal and external parties and students at large; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with some relevant full-time working experience. 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 (preferably with knowledge of using VLOOKUP and Pivot Table functions in Excel). Possession of hands-on experience in using Photoshop and Adobe Illustrator will be an advantage.

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 30 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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