

Executive Assistant (Ref: 2401180)
Department of Health and Physical Education

The appointee will be responsible for providing executive support relating to office management, programme, student activities, projects, and seminars/ conferences. He/she will assist in departmental promotion and marketing, and perform any other duties as assigned by the supervisor(s). The appointment will be for a period of 2 years.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to details, self-motivated, and able to work under pressure. Immediate availability is preferred.

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 8 November 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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