

Executive Assistant (Ref: 2401484)
Faculty of Humanities

The appointee(s) will be responsible for providing a wide range of executive support in programme administration, programme development and review; coordinating programme promotion and student recruitment activities; handling student matters; organizing events; serving as Secretary to various boards and committees; and carrying out general administrative duties as required. The appointee is expected to work closely and independently with various administrative and academic units in the University as well as external parties.

Applicants should have a recognized Bachelor's degree, preferably with some relevant working experience, good interpersonal and communication skills. They should be a good team player, attentive to details, self-motivated and multi-tasking, have strong organizational, communication and interpersonal skills as well as excellent command of Chinese (including Putonghua) and English languages and able to work under pressure and tight timeline.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>.

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 29 January 2025, 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.

Further information about the University is available at <http://www.eduhk.hk>.

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