

Executive Assistant (Ref: 2300129)
Student Affairs Office

The appointee will be responsible for providing administrative support to the Hall Management Section of the Student Affairs Office. Major duties include providing executive support to hall admission exercise and hall-life education programmes, daily operations of student halls regarding check-in and check-out of residents, handling residents' enquiries, maintenance of hall facilities, updating of office and resident records; assisting in the supervision of junior hall staff, preparation of notices/ guidelines, compilation of statistics and report of hall programmes/activities, production of hall publications. He/she should also provide administrative support to the section/hall operation meetings and other general office administration of the Hall Management Office, liaise with internal and external parties and students; and perform any other duties as assigned by the supervising officers. He/she may be required to work on weekends as and when necessary.

Applicants should have a Bachelor's degree preferably with relevant post-qualification working experience in tertiary education sector and/or student hostel. They should have effective organization, interpersonal and communication skills; ability to work independently and multi-task; proficiency in both English and Chinese languages (including Putonghua); high level of computer literacy including EXCEL and attentive to details. The ideal candidate should have genuine interest in working with students.

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 19 February 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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