

**Executive Assistant (Ref: 2400826)**  
**Estates Office**

The appointee will be mainly responsible for performing counter services and handling complaints/enquiries/ asking for assistance by relaying them to responsible staff for follow up; distributing works and service requests generated from the Computerized Maintenance and Management System (CMMS) to responsible officers; handling official car bookings; collecting, summarizing and analyzing data; coordinating/ overseeing provision of courier/ internal mail and tea services; and providing general administrative and clerical support to the Estates Office.

Applicants should have a Bachelor's degree, preferably with some years of relevant working experience in the counter/ customer services. They should have good customer service and communications skills, the ability to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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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 on or before **14 August 2024**. 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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