

**Executive Assistant (Ref: 2400982)  
Research and Development Office**

The appointee will be responsible for providing administrative support to the Office and its Committee. Major duties include processing internal and external research grant applications, coordinating proposals' review exercise and administering projects and drafting correspondences. The appointee will also be responsible for internal and external research assessment Exercises; assisting in statistical analysis of research data and compiling annual statistical reports; organizing meetings/events/functions/visits; supporting day-to-day office administration and performing any other duties as assigned. The initial appointment will be for a period of two years, with the possibility of renewal subject to satisfactory performance and mutual agreement.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience. They should be good at computer applications including MS Word, Excel, PowerPoint, Access and web applications. Applicants should also have good interpersonal and communication skills and be proficient in both English and Chinese languages (including Putonghua). They should be able to work independently or as a team member, and work under pressure and tight schedule. Experience in working at local tertiary education institution(s) will be an advantage.

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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 **24 September 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>.

**EdUHK is an Equal Opportunities Employer.**