

Executive Officer II (Ref: 2401062)
Centre for Entrepreneurship and Innovation Education

The appointee should be a high calibre and experienced person who plays a professional role in the Centre for Entrepreneurship and Innovation Education (CEIE). The appointee will be responsible for coordinating marketing plans, professional and networking activities, large-scale events and projects to foster a close relationship with the community partners and stakeholders in Hong Kong and beyond. The appointee will take part in developing and implementing customized workshops/activities to strengthen students' entrepreneurial skills and enhance their employability. The appointee will also be responsible for evaluation and reports, and perform any other duties as assigned by the supervising officer(s). The appointee may be required to work outside normal office hours. The appointment will be for a period of 24 months.

Applicants should have a Bachelor's degree, preferably with post-qualification working experience gained in tertiary education sector and substantial experience in marketing and event management. Concrete social media marketing experience, including but not limited to LinkedIn, Instagram, Thread, WeChat and Xiaohongshu, will be an advantage. Applicants should demonstrate strong multi-tasking ability and proactive working attitude. Applicants should be proficient in both written and spoken English and Chinese (including Putonghua), and literate in computer and mobile applications; be attentive to details; have good interpersonal and organisation skills; and the ability to work under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Re-appointment thereafter will be subject to satisfactory performance and mutual agreement. 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 October 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.

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

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