

**Executive Officer II / Executive Assistant (Ref: 2401390)**  
**Office of the Associate Vice President (Internationalisation)**

The appointee will provide a comprehensive range of administrative supports to the Associate Vice President (Internationalisation) – AVP(I). Duties include providing supports in the form of personal assistant, attending administrative meetings, drafting administrative papers, and carrying out duties related to internationalisation, in particular collaboration and partnership with educational institutions in the Belt & Road countries; and performing any other duties as required by AVP(I). The initial appointment will be for a period of 1 year with the possibility of renewal subject to mutual agreement.

Applicants to the Executive Officer II position should have a Bachelor's Degree with several years of relevant working experience, preferably with post-qualification working experience gained in tertiary institutions. They should have excellent command of both written and spoken English and Chinese (both Cantonese and Putonghua); good management and interpersonal skills; be able to work independently; and be attentive to details. They should also be meticulous, patient, highly self-motivated and have a strong sense of responsibility. Applicants who have less relevant post-qualification experience will be considered for the post of Executive Assistant.

---

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **11 December 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.**