

Executive Assistant (2 posts) (Ref: 2401387)
Faculty of Liberal Arts and Social Sciences

The appointee(s) will be responsible for providing executive support to the Faculty in programme marketing, programme administration, event management and other academic activities; serving as secretary in meetings; liaising with staff members, students and external bodies; carrying out general administrative duties such as timetabling classes, arranging meetings, data manipulation, systems work and office management; supporting faculty coordination; and performing any other duties as assigned by supervisors. He/She should be flexible in working hours.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience, good interpersonal and communication skills, high proficiency in both English and Chinese (Cantonese and Putonghua) and be literate in computer applications including MS Word, Excel, PowerPoint and web applications. Relevant experience in administration and office management gained in tertiary institutions is preferred. Fluency in Putonghua will be an advantage.

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 13 December 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/jobsoff/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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