

Executive Assistant (Ref: 2401425)

Department of Mathematics and Information Technology

The appointee will be responsible for providing general administrative duties in the Department of Mathematics and Information Technology, which include providing administrative support to research-related matters, promotion, departmental activities and functions and general office administration. He/She will also be required to carry out other administrative duties as assigned by his/her supervisor. The appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with high proficiency in English and Chinese. They should also be good team players, attentive to details, well-organized and self-motivated. Experience with graphic design/ multi-media production 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 on or before **20 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/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.

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

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