

Executive Assistant (Ref: 2401441)

Department of Linguistics and Modern Language Studies

The appointee will be responsible for providing executive support relating to academic programme management, projects, committee and working group support services, student matters and scholarly events. He/She will undertake various duties including serving as secretary to committees /working groups / meetings, preparing proposals / papers / reports, liaising with internal departments and external parties, and performing any other duties as assigned by the supervisor and his/her delegates.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience, and in tertiary institutions. They should be proficient in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills, IT skills. They should be a good team player, attentive to detail, self-motivated and able to work under tight schedule.

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 **25 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. 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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