

**Executive Officer II / Executive Assistant (Ref: 2401469)
Centre for Learning, Teaching and Technology**

The appointee will provide administrative and executive support related to academic program management and development, course registration and evaluation, timetabling, quality assurance and enhancement, student academic activities, and general administration. He/she will also provide secretarial support to committees, workgroups, and academic events/functions. Additionally, he/she will need to compile operational manuals and guidelines, prepare papers and reports, coordinate other events, and perform other duties assigned by the Centre Director and Executive Co-Director.

For the position of Executive Officer II, applicants should have a Bachelor's Degree and several years of post-qualification working experience in program administration and timetabling, preferably gained in tertiary institutions. Experience in committee secretariat responsibilities, report compilation, and event coordination would be advantageous. Proficiency in both English and Chinese (including Putonghua) is essential. Additionally, exemplary communication and interpersonal skills are required. The ideal candidate should demonstrate strong teamwork, meticulous attention to detail, self-motivation, and the ability to work effectively. Applicants with less relevant post-qualification working experience may be considered for the position of Executive Assistant.

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 30 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/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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