

Administrative Manager (Ref: 2500260) Office of the President

We are seeking a highly skilled and motivated Administrative Manager to join our dynamic team, providing support to the Office of the President. The appointee is pivotal in maintaining the daily operations of the Office and contributing the strategic growth of the University. Key responsibilities include:

- Deliver comprehensive administrative support to ensure efficient and effective office operations;
- Prepare and draft correspondence, proposals and reports;
- Organise and support initiatives/activities related to the development and strategic projects;
- Collaborate with both academic and non-academic units to streamline processes;
- Act as a liaison, coordinating agent with internal and external stakeholders to ensure seamless communication and operations; and
- Assist with ad-hoc assignments and any other duties as assigned/delegated by the President or his delegates

Applicants for the Administrative Manager post should have a Bachelor's Degree with preferably 7 years of post-qualification full-time working experience, ideally within a university-level administrative setting. They should have high proficiency in both written and spoken English and Chinese (including Putonghua), excellent organisational, communication, analytical, and IT skills. They should also possess a strong sense of confidentiality, be detailed-oriented, self-motivated and highly adaptable to changing environments as well as capable of working under tight timeline and willing to occasionally work beyond standard office hours.

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 appointee of the Administrative Manager post will hold a substantive rank of Executive Officer I in the University.

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 17 March 2025, 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. 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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