

Executive Assistant (Ref: 2500348)
Faculty of Humanities

The appointee will be responsible for providing a wide range of administrative support to academic programme development, daily programme operations, timetabling, student recruitment activities, programme promotion and other academic activities; providing support to committees and meetings; writing proposals and reports; handling scholarship matters; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as office management, and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience in tertiary institutions. They should have a good command of both written and spoken English and Chinese (including Putonghua). They should also have a strong sense of responsibility and initiative, be self-motivated and attentive to details, have strong organisational, communication and interpersonal skills, and be effective team players.

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 **4 April 2025**. 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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