

Executive Assistant (Ref: 2500055)
Faculty of Education and Human Development

The appointee will be responsible for providing comprehensive administrative support to academic programmes, including development, implementation, quality assurance and enhancement, and other academic activities. Responsibilities include providing secretarial support to committees and meetings; writing reports and proposals; translating and editing documents; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings, events, and visits, data manipulation, systems work, office management, and website maintenance. Additional duties may be assigned by supervising officers.

Applicants should have a Bachelor's Degree, preferably with relevant working experience. Strong attention to detail is essential, along with effective interpersonal and communication. Candidates must demonstrate high proficiency in both English and Chinese (including Putonghua) and be literate in computer applications, including MS Word, Excel, PowerPoint and other software (e.g. Adobe Photoshop). Relevant experience in academic programme administration and document translation/ editing is preferred.

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 will hold a substantive rank of [substantive post] 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 on or before **21 February 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/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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