

Executive Assistant (Ref: 2500381)
Department of Early Childhood Education

The Department is looking for an enthusiastic and motivated individual to provide executive support in the academic programme administration and departmental activities.

The appointee will support the departmental Staff and Student Development Programme. This role involves assisting in the planning, implementation, and evaluation of the program, providing administrative support for workshops and events, and liaising with stakeholders such as staff, students, and external partners. The successful candidate will also coordinate recruitment activities within the office, assist in preparing recruitment materials, and schedule job interviews. In addition, the appointee will help establish a departmental knowledge exchange platform by coordinating the collection and organization of project outputs from staff and perform any other duties as assigned.

Applicants should have a Bachelor's Degree and preferably with post-qualification working experience. They should possess strong communication and interpersonal skills, and good leadership and problem-solving skills. Experience in working at local tertiary education institutions 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 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 4 April 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.

Further information about the University is available at <http://www.eduhk.hk>.

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