

Executive Assistant (Ref: 2500553)
Alumni Affairs and Development Office

The appointee will be assigned to (a) assist in planning, designing and managing promotional and publicity channels such as websites and social media, including revamps, content editing, production of videos and multi-media content; (b) support supervisors to plan and execute campaigns, events and activities; (c) coordinate the production of promotional and publicity materials; (d) procure relevant goods and services and manage vendors / service providers to ensure quality outputs; (e) handle alumni privilege matters and enquiries; (f) research, analyse data, summarise information and compile reports; (g) perform any other duties as assigned. The appointee may be required to work overtime and irregular hours, and on Saturdays, Sundays and public holidays, and perform outdoor duties as well.

Applicants should have a recognized Bachelor's degree, preferably with relevant post-qualification working experience. Experience in graphic design, video production (including video shooting and editing) and database management will be an advantage. They should be innovative, self-motivated, detail-minded, able to work independently, and a good team player. Applicants should also be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in MS Office.

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 6 June 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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