

Executive Assistant (Ref: 2500529)
Estates Office (Work Location: Xiqu Centre)

The appointee will assist the Study Centre Manager and the Assistant Administrative Manager in running the University's operation at Xiqu Centre in the West Kowloon Cultural District and will be responsible for office administration, enquiry services, programme support administration and other campus management tasks. He/ she will be required to coordinate/ assign duties to junior staff (including the out-sourced cleaners & security guards) and provide front-line supervision to them as well as back-up support; prepare notices, correspondences and reports; provide secretarial support for meetings; and perform any other duties as assigned by supervisors. The appointee may be required to work during non-office hours and public holidays. The appointee may also be required to work in other locations as designated by the University.

Applicants should have a Bachelor's degree, preferably with at least 2 years' relevant post-qualification work experience in tertiary education sector. They should be highly self-motivated, able to work independently and under pressure, and be a good team player. Holder of a valid security personnel permit would be an advantage. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Experience in administering websites will be an advantage. The shortlisted candidates will be required to sit a written test.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **24 June 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.

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

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