

Executive Assistant (Ref: 2500695)
Centre for Language in Education

The appointee will be responsible for providing administrative support for learning and teaching activities of the Centre, including time-tabling, course enrolment and attendance, assisting in data and systems management, communicating with internal and external parties, supporting the development of e-learning, assisting in office management, offering counter service and performing other duties as required by the supervisors.

Applicants should have a Bachelor's Degree preferably with post-qualification working experience gained in tertiary institutions. They should be proficient in both English and Chinese (including Putonghua) with excellent interpersonal, organizational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under pressure.

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 **12 August 2024**. 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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