香港教育大學
The Education University of Hong Kong

Executive Assistant (Ref: 2501248)
Department of Science and Environmental Studies

The appointees will be responsible for providing executive and clerical support across various functions, including marketing, admissions, implementation, and evaluation. Additional responsibilities include managing departmental activities, designing promotional materials such as posters and leaflets, and serving as meeting secretary. The role also involves networking with educational partners, institutions/organizations, and alumni, as well as performing general administrative duties like arranging meetings, data manipulation, systems management, and office management; liaising with internal and external stakeholders and performing any other duties as assigned. Occasionally, the role may require working off-campus and outside regular office hours. Traveling outside of Hong Kong and undertaking work as assigned by the University, where necessary. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should hold a Bachelor's Degree and possess strong interpersonal and communication skills. Proficiency in both English and Chinese is required, along with familiarity with computer applications such as MS Word, Excel, PowerPoint, Chinese Word Processing, and web applications. Relevant working experience in publicity and marketing fields and office administration within a tertiary institution is preferred. Fluency in Putonghua will be considered an advantage.

For information of the Department, please visit this website: http://www.eduhk.hk/ses.

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 **16 December 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.*

EdUHK is an Equal Opportunities Employer.

15 years+ 同心展關懷 caringorganisation
Awarded by The Hong Kong Council of Social Service 香港社會服務聯會頒發