

**Executive Assistant (Ref: 2501294)**

**Centre for Chinese and Multilingual Education Development**

The appointee will be responsible for coordinating and executing Putonghua training and testing projects as well as ensuring the effective operation of its various functions. He/She will administer the National Putonghua Shuiping Ceshi Test (PSC), which involves registration of candidates, test administration and follow-up, and operations of Putonghua training courses. The appointee will also assist in the planning and organising promotional activities, such as workshops, to enhance the Centre's professional influence across multiple channels. Additional daily administrative tasks and related duties may be assigned as needed. Applicants should hold a recognised Bachelor's degree or above. While relevant experience in administration or project management is preferred, outstanding fresh graduates with a strong learning aptitude are also welcome. Applicants must possess excellent written skills in both Chinese and English, with fluency in spoken Putonghua, Cantonese, and English being a significant advantage. The ideal applicant will be detail-oriented, proactive, responsible, with strong organisational and interpersonal skills, plus the ability to multitask efficiently, work independently, and perform well under pressure.

Working outside office hours and Hong Kong may occasionally be required. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

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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 **30 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/jobsoff/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.**