

Executive Assistant (Ref: 2501293) Estates Office

The appointee will be responsible for providing full secretarial support to the Director of Estates & other senior managers, tracking and prompting submission of reports/papers/documents, managing departmental exercises such as leave, appraisal, etc, handling service applications and official car bookings; registering incoming and outgoing correspondence; managing digitalized drives of office documents; performing counter services and handling complaints & enquiries and providing general administrative and clerical support to the Estates Office.

Applicants should have a Bachelor degree, preferably with some years of relevant working experience preferably in the tertiary sector. They should have good customer service and communications skills, the ability to work independently and under pressure, and be a good team player. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Secretarial/customer service experience and proficient IT knowledge/skills will be an advantage.

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 **13 February 2026**. 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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