

Executive Assistant (Ref: 2600356)
Department of Health and Physical Education

The appointee will provide comprehensive administrative and programme support to the department. Key responsibilities include coordinating academic programmes and related activities; supporting student and faculty initiatives; preparing reports, proposals, and official correspondence; liaising with internal and external stakeholders; managing enquiries; assisting with marketing and promotional activities; supporting event planning and management; and performing any other duties as assigned.

Applicants should have a Bachelor's degree, preferably in Translation, Education, Physical Education or a related discipline, with at least 2 years of relevant working experience in the education field. Programme administration experience is highly preferred.

Applicants should possess strong written and verbal communication skills in English, preferably with an IELTS overall band score of 6.5 or above (or equivalent). Proficiency in translation work will be an advantage. The appointee should be detail-oriented, self-motivated, and capable of working independently as well as part of a team. Candidates who are immediately available will be preferred.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **9 June 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. 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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