

HONG KONG SHUE YAN UNIVERSITY

Vacancies: Administrative Assistant (Student Finance, Office of Student Affairs)

Major Responsibilities:

- To perform general administrative tasks
- To process student finance documents
- To coordinate events and activities
- To assist university-wide event, and perform any other duties as assigned by the supervisor

Requirements:

- Bachelor degree or equivalent
- Excellent administrative & computer skills
- Careful, self-driven and people-oriented
- Good command of spoken and written in English and Chinese (including Putonghua)
- Work experiences in student/youth services will be considered an advantage

Applicants should send a completed application form and resume with expected salary to the Section Head of Student Finance & Liaison, Office of Student Affairs, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill Road, North Point, H.K. Application form can be obtained at: http://www.hksyu.edu/Info/current_vacancies.html#

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.