

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Administrative Assistant (Registry)

Applicants should possess

- (i) a Bachelor's degree with at least 1 year work experience, preferably in the education sector;
- (ii) good command of both written and spoken English and Chinese (including Putonghua)
- (iii) a strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills, preferably with knowledge of design-related applications.

The appointee will provide administrative support and secretarial support to undergraduate/postgraduate programme(s) under the Department of Sociology and other administrative support to Registry office. Immediate availability is preferred.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to:

Registrar

Registry

Hong Kong Shue Yan University

10 Wai Tsui Crescent, Braemar Hill Road, North Point, Hong Kong

E-mail: reg@hksyu.edu

Application form can be downloaded at

<http://www.hksyu.edu/download/appformna.doc>

Deadline for application

September 16, 2017