

HONG KONG SHUE YAN UNIVERSITY

Vacancies: Administrative Assistant (Hall Management Unit)

The appointee will be required to provide general operation and logistics support to the Hall Management Unit.

Major Responsibilities:

- To provide student support services, including front desk service, handling enquiries, payment processing, and payments duties
- To prepare and update regularly on the financial and hall administrative reports
- To assist in hall check-in and check-out procedures
- To assist in the planning and the implementation of events and activities for hall residents

Requirements:

- Bachelor's degree or equivalent
- Good administrative & computer skills
- Strong problem solving and organizational skills, and detail-oriented
- Self-driven and people-oriented
- Have interest and ability to deal with student issues
- Good command of spoken and written in English and Chinese (including Mandarin)
- Working experience in student service will be considered as an advantage

Appointment will be offered a two-years contract, with possibility of renewal, subject to mutual agreement. Application form can be obtained [here](#)

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K or via email to kwlchu@hksyu.edu .

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.