

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Senior Executive Assistant/Executive Assistant I, Office of the Academic Vice President

Responsibilities

- To provide high-level administrative and secretarial support for the daily office operations, meetings, committees, and events;
- To coordinate meeting logistics, prepare agendas and papers, and produce accurate meeting minutes;
- To draft, review, and handle confidential correspondence, reports, and presentations;
- To liaise with faculties, departments, and administrative units on academic matters and submissions;
- To manage an effective filing system and database for records;
- To provide assistance on University functions as required (e.g. Luncheon meeting; Staff Forum);
- To perform any other duties as assigned by the Academic Vice President.

Requirements

- Bachelor's degree holder;
- Good command of written and spoken English and Chinese;
- Possess initiative in handling different tasks with tight timelines;
- Be able to work independently and efficiently in a fast-paced environment;
- A team player with good interpersonal and communication skills;
- Knowledge in basic webpage management skills and design preferred;
- Salary will be commensurate with qualification and experience.

Candidates with more relevant experience may be considered for appointment as Senior Executive Assistant.

Applicants should send a completed application form and resume to the Academic Vice President (via email: tytwong@hksyu.edu). The application form can be obtained at: <https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc>

Review of applications will start as soon as possible and continue until the post is filled.

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.