Hong Kong Shue Yan University is seeking a proactive, organised and detail-oriented executive assistant/officer to join the Office of the Vice President (University Administration). The appointee will provide executive, administrative and research support to the Vice President (University Administration), assist in coordinating university-level committees and institutional activities, and support administrative projects, data analysis and reporting across the University's administrative portfolio.

Job Duties

- Provide executive and administrative support to the Vice President (University Administration).
- Coordinate the logistics and documentation of university committees and meetings, including meeting arrangements, preparation of agendas, minute-taking and follow-up on action items.
- Assist in the planning and coordination of university events and functions, including official visits, workshops and other institutional activities.
- Maintain and update equipment and asset inventories of the university, and conduct regular stocktakes and related record-keeping.
- Collect, consolidate and analyse data from relevant university offices and departments, and assist in preparing management reports, statistical summaries, presentations and briefing materials.
- Assist in coordinating and monitoring administrative projects and institutional initiatives under the portfolio of the Vice President (University Administration). and perform any other duties as assigned.

Requirements

- A recognised bachelor's degree or above.
- At least 2 years of relevant working experience in administrative support, office management or related fields
- Good command of written and spoken English and Chinese; proficiency in Putonghua would be an advantage.
- Good organisational, analytical, interpersonal and communication skills, with strong attention to detail.
- Experience in using data analytics or visualisation tools would be an advantage.
- Familiarity with AI-powered productivity tools and workflow automation would also be an advantage.
- A proactive, responsible and service-oriented attitude, with the ability to work independently, manage multiple tasks and meet tight deadlines.
- Ability to handle confidential information with discretion and professionalism.

Interested applicants should complete the University's Application Form for Non-Academic Positions and submit completed form together with their curriculum vitae to Ms Beatrice Wong (bkywong@hksyu.edu) by email