

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Executive Officer / Executive Assistant

Post 1: Executive Officer / Executive Assistant (Quality Assurance)

Post 2: Executive Assistant (Graduate School)

Applicants should possess

- (i) a Bachelor's degree with at least 2 years of work experience, preferably in the tertiary education sector;
- (ii) excellent command of both written and spoken English and Chinese;
- (iii) self-motivative and strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills.

The appointee will provide administrative support and secretarial support to the University Quality Assurance or Graduate School at the Registry Office.

Candidates with relevant work experiences in tertiary education may apply for the position of Executive Officer.

Applicants should send a completed application form and a curriculum vitae (CV) with the expected salary to the Registrar at reg_recruit@hksyu.edu .

Closing Date: Until the post is filled

The application form can be downloaded at

<https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

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.