

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Executive Assistant (Registry)

Applicants should possess

- (i) a Bachelor's degree with at least 1 year of work experience, preferably in the education sector;
- (ii) good command of both written and spoken English and Chinese;
- (iii) a 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 undergraduate/postgraduate programme and Registry office.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with 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.