HONG KONG SHUE YAN UNIVERSITY
Position: Full-time Executive Assistant / Executive Officer

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, and being able to communicate effectively in Putonghua;
(iii) self-motivative and strong sense of responsibility;
(iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
(v) good computer skills.

Duties:

(i) provide administrative and secretarial support to the Academic Programme(s) and Registry Office;
(ii) perform administrative support to academic services through admissions, registration, courses enrolment, tuition fee payment, assessment, graduation, management of student records, testimonial and transcript issuance;
(iii) handle written and verbal enquiries;
(iv) provide administrative support to University-wide functions such as recruitment of new students, Athletic Meet and Graduation Ceremony; and
(v) perform any other duties assigned by the Head of Department / Supervisor.

Candidates with relevant work experience 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.