HONG KONG SHUE YAN UNIVERSITY
Position: Executive Assistant, Research Office

Responsibilities

- Provide administrative support in research grants and office management, compilation of statistics, data entry and system support; and perform any duties as assigned.
- To provide administrative and secretarial support to the Research Office;
- To liaise with academic and administrative departments of the University as well as researching funding bodies;
- To coordinate meetings and workshops;

Requirements

- a Bachelor's degree holder or with at least 3 years' of working experience in tertiary institutions;
- Applicants with more experience may be considered for the post of Executive Officer. For the position of Executive Officer, applicants should preferably possess five years or more of relevant post-qualification working experience in the higher education sector;
- Good command of English and Chinese (including Putonghua);
- Good IT skills with solid experience in MS Office applications, mobile devices and tablet computers;
- Good communication skills;
- Ability to work with numbers and statistics compilation; and
- Ability to work under pressure to meet tight deadlines.
- Good team player
- Knowledge in basic webpage management system skills preferred

Applicants **MUST** send a **completed application form and resume (with job duties of previous job position(s)) to the Acting Associate Academic Vice President (University Research) (via email: glam@hksyu.edu and myleung@hksyu.edu).**

The application form can be obtained at:

https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc

Salary and Conditions of Service

Remuneration package will be competitive and commensurate with qualifications and experience. Appointment will be made on a fixed-term contract and renewable with mutual consent.

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.