

## **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.

The appointee will provide administrative and secretarial support to the Graduate School / Postgraduate / Undergraduate Programmes and Registry Office.

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](mailto: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.*