

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 Department at Registry;
- (ii) perform administrative support to academic services through 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.