

Established since 1971, Hong Kong Shue Yan University as a leading self-financing university in Hong Kong, is committed to producing informed and skilled graduates for the community. The University is now seeking for high calibre candidate to fill the position below:

Administrative Manager

The major role and responsibility of Administrative Manager is to provide administrative support for the Office of Associate Vice President (University Administration) and advance the University's strategic development plan.

Job Description:

- Support the work of the Associate Vice-President (University Administration);
- Perform administrative tasks and projects including preparing proposals, defining deliverables, budget plans, resource allocation, management and execution, KPI reports and other post-tasks and project evaluation, etc.;
- Conduct data collection and analysis to assist in formulating strategic development plan for the University administration;
- Monitor and review the execution of the strategic development plan for University administration;
- Coordinate the collaboration and synergisation for cross-departmental tasks and projects;
- Liaise with different stakeholders within and outside of the University
- Oversee the daily operations and communications of the Office of Associate Vice-President (University Administration);
- Other duties as assigned by the Associate Vice-President (University Administration).

Requirements:

Applicants should have:

- An accredited honour's degree with at least 4-6 years of work experience in administration preferably gained from higher education institutions;
- Good project management skills, able to handle different parties and coordinate under tight timeline;
- Strong interpersonal skills and be able to work well with different levels of stakeholders and external agencies;
- Self-motivated showing strong sense of ownership and be able to work under pressure;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Excellent organization and time management skills;
- Ability to work independently and efficiently;
- Good command of written and spoken English and Chinese;

Candidate with lesser experience will be considered as Senior Administrative Officer.

Appointments will be made on the basis of a two-year contract, with possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form and resume to Associate Vice-President (University Administration) (via yctse@hksyu.edu). Application form can be obtained at:

http://www.hksyu.edu/Info/current_vacancies.html#administrative

Deadline

18 April, 2021