

## HONG KONG SHUE YAN UNIVERSITY

### **Vacancies: Administrative Assistant (Hall)**

The appointee will be required to provide general operational and logistics support to the Hall Management Unit.

#### Major Responsibilities:

- To provide student support services, including front desk service, handling enquiries, payment processing, and payments duties
- To prepare and update regularly on the financial and hall administrative reports
- To assist in hall check-in and check-out procedures
- To assist in the planning and the implementation of events and activities for hall residents

#### Requirements:

- Bachelor's degree or equivalent
- Good administrative & computer skills
- Strong problem solving and organizational skills, and detail-oriented
- Self-driven and people-oriented
- Interest and ability to handle student issues
- Good command of spoken and written English and Chinese (including Putonghua)
- Working experience in student service will be considered as an advantage

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K. Application form can be obtained at:

[http://www.hksyu.edu/Info/current\\_vacancies.html#administrative](http://www.hksyu.edu/Info/current_vacancies.html#administrative)

*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.*