

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Administrative Assistant (Registry)

The appointee is expected to:

- (i) provide administrative support to General Education programmes and Registry office;
- (ii) provide secretarial support to committees;
- (iii) perform any other duties as assigned by his or her supervisor(s)

Applicants should:

- (i) possess a Bachelor's degree with relevant work experience, preferably in the education sector;
- (ii) have a good command of both written and spoken English and Chinese;
- (iii) have a strong sense of responsibility and the ability to work independently;
- (iv) have good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) be proficient in computer skills, preferably with knowledge of design-related applications.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to the Registrar (Academic Affairs) at avpoffice@hksyu.edu

Application forms can be downloaded at

<http://www.hksyu.edu/download/appformna.doc>

Deadline for application

31 May 2019