

## **HONG KONG SHUE YAN UNIVERSITY**

### **Position: Full-time Administrative Assistant / Senior Administrative Assistant (Registry)**

Applicants should possess

- (i) a Bachelor's degree with at least 1-year work experience, preferably in the education sector;
- (ii) candidates with relevant administrative experience may apply for the position of Senior Administrative Assistant;
- (iii) good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (iv) a strong sense of responsibility;
- (v) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (vi) good computer skills, preferably with knowledge of design-related applications.

The appointee will be required to provide administrative and secretarial support to the undergraduate programme and Registry Office.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with current and expected salary to the Registrar at [reg\\_recruit@hksyu.edu](mailto:reg_recruit@hksyu.edu).

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.

**Closing Date: Until the post is filled**