



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Geography

Executive Assistant (PR089/17-18)

The appointee is expected to carry out general administrative duties which may include: (a) providing administrative and secretarial support to the Department; (b) performing programme/course administration; (c) providing support to teaching and learning-related work; (d) assisting in the planning and delivery of various academic activities and departmental events and ad hoc projects; (e) supporting daily office operations, small scale procurements and inventory maintenance; (f) liaising with staff, students, alumni and external bodies, and handling enquiries and complaints; (g) compiling information and figures, and preparing reports and correspondences; (h) handling committee duties including minutes taking and related follow-up work; and (i) performing other duties as assigned.

Applicants should have at least a Bachelor's degree, preferably with two years of work experience. Suitable candidates should have excellent command of written and spoken English and Chinese (Cantonese and Putonghua) and good IT skills with proficiency in MS Office (Word, Powerpoint, Excel, etc.). The appointee should be organised, detail-minded, proactive, efficient, and self-motivated with positive work attitude and team spirit. Strong communication and interpersonal skills, independence and ability to work calmly under tight schedule and pressure, and with a strong sense of responsibility are essential.

Initial appointment will normally be made on a fixed-term contract of one to two years. Re-appointment thereafter is subject to mutual agreement and availability of funding.

Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to write in response to the requirements and fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. The completed application form should be sent to the same address by post or by e-mail to recruit@hkbu.edu.hk. Please quote PR number on all correspondence. Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

Closing date: 16 September 2017