



香港大學
THE UNIVERSITY OF HONG KONG



Executive Secretary (at the rank of Secretary I) in the Human Resources Office (HRO) (Ref.: 534849)

We are looking for a competent Executive Secretary to join the Human Resources Office to provide executive support to the Director of Human Resources and Associate Directors of Human Resources.

The Role

The appointee will:

- Deliver high-level executive support to the Director of Human Resources by preparing meeting materials, managing correspondence, and ensuring efficient administrative operations;
- Support the organization of and agenda and materials preparation for regular HRO meetings with senior stakeholders and Council and its sub-committees' meetings;
- Manage calendars, appointments and events to optimize time management and scheduling;
- Maintain secure and well-organized records, including confidential documents, to support effective information management;
- Facilitate communication and support the overall functioning of the office to ensure smooth operations;
- Serve as a key liaison with various stakeholders to foster collaboration and clear communication;
- Perform other duties as assigned.

Qualifications and Qualities

- A bachelor's degree with at least 5 years' secretarial/administrative experience, preferably in sizable organizations;
- Proficient in MS Office (Word, Excel, PowerPoint) or equivalent; familiarity with AI tools is an advantage;
- Sophisticated stakeholder management skills to effectively liaise with external and internal parties on behalf of HR Office;
- Good command of spoken and written English and Chinese, including Putonghua;
- Detail-oriented, with strong interpersonal, communication and organizational skills;
- Excellent time-management skills with the ability to handle multiple tasks effectively;
- Highly trustworthy, with a strong commitment to integrity and confidentiality when handling sensitive information.

What We Offer

The appointment will be made on fixed-term full-time contract, to commence as soon as possible with the possibility of renewal subject to satisfactory performance. A highly competitive salary commensurate with qualifications and experience will be offered, together with contract-end gratuity and University contribution to a retirement benefits scheme at 10% of basic salary. Other benefits include annual leave and medical benefits.

How to Apply

The University only accepts online application for the above posts. Applicants should apply online at the University's careers site (<https://jobs.hku.hk>) and upload an up-to-date C.V. Review of applications will start as soon as possible and continue until **April 24, 2026**, whichever is earlier. Shortlisted candidates will be invited to attend a written test. Those with less qualifications/experience may be considered for the rank of Secretary II. Applicants who have responded to the previous advertisement (Ref.: 534128) need not re-apply.

*The University is an equal opportunities employer and
is committed to equality, ethics, inclusivity, diversity and transparency*