



香港大學

THE UNIVERSITY OF HONG KONG



Executive Secretary/Senior Executive Assistant (at the rank of Secretary I) in the Human Resources Office (HRO) (Ref.: 537033)

We are looking for a competent Executive Secretary/Senior Executive Assistant 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:

- Provide proactive and high-level executive support to the Director of Human Resources by managing correspondence, preparing meeting materials and facilitating the effective execution of HRO operations;
- Coordinate and support the agenda development, materials preparation and administration of regular HRO meetings with senior stakeholders, Council and its sub-committees;
- Manage calendars, appointments, meetings and official engagements to optimize time management and scheduling;
- Facilitate effective communication and serve as a key liaison between the Director and internal and external stakeholders to foster collaboration and ensure a timely flow of information;
- Maintain secure and well-organized records, including confidential documents, to support effective information management;
- 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;
- Detail-oriented, with strong interpersonal, communication and organizational skills;
- Sophisticated stakeholder management skills to effectively liaise with external and internal parties on behalf of HRO;
- 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;
- Good command of spoken and written English and Chinese, including Putonghua.

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 **August 30, 2026**, whichever is earlier. Shortlisted candidates will be invited to attend a written test.

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