



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

Hong Kong Nang Yan College of Higher Education (NYC) is a self-financing tertiary institution registered under Cap 320 in April 2014 and is approved by the HKSAR Government to offer 4-year full time degree programmes. We now invite qualified candidates for the following post:

Executive Officer/Executive Assistant (several posts)

The appointee will be responsible for assisting General Secretary in overseeing administrative matters, including but not limited to:

- Providing administrative support to the Faculty/Registry/Marketing & Promotion Unit;
- Providing secretariat support to committees;
- Performing any other duties as assigned by General Secretary and Vice President

Requirements:

- Candidate should have a Bachelor's Degree, preferably in a post-secondary education institution;
- Have at least 3 years' post-qualification experience;
- Knowledge of applicable laws, codes and regulations;
- Ability to work independently;
- Being self-motivated with strong analytical skills;
- Good command of written and spoken English and Chinese;
- Candidate with less experience may be consideration as Executive Assistant

We offer competitive salaries. Please send your application with a detailed resume, indicating your present as well as expected salary, to the Human Resources Unit, Hong Kong Nang Yan College of Higher Education, 325 – 329 Lai Chi Kok Road, Shamshuipo, Kowloon OR by email to hr@ny.edu.hk. Applications will not be acknowledged or returned. Interviews of suitable applicants will continue until the post is filled. NYC reserves the right not to fill any position. Applicants who have not been contacted by us before the end of December 2021 may assume that their applications have not been shortlisted for this round of recruitment.

(The personal data provided by an applicant will be kept confidential and used for recruitment purpose only)