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

Hong Kong Nang Yan College of Higher Education (the College) is a self-financing post-secondary institution established under Cap. 320 in 2014. The College is approved by the HKSAR Government to offer 4-year full-time degree programmes. To advance our mission and strategic goals, we invite applications from qualified and experienced candidates for the position of:

**Executive Assistant**

**Duties:**

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

- providing administrative and operational support to one or various units such as Registry / Library / President's Office;
- providing secretariat support to one or various committees;
- performing any other duties as assigned by General Secretary or your supervisor

**Requirements:**

- Possess a higher diploma or associate degree. Degree holders have advantage.
- Preferably possess 1 year post-qualification experience. Fresh graduates are also welcome.
- Be independent, self-motivated with a can-do mindset;
- Good command of written and spoken English and Chinese;

This is a one-year contracted post which is renewable upon mutual agreement. We offer 5 days work with competitive salaries and benefits. Please email your application with a detailed resume, indicating your present and expected salary, to hr@ny.edu.hk on or before **31 December 2025**. Applications will not be acknowledged or returned. The College reserves the right not to fill any position.

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