

## **Executive Assistant**

### **Responsibilities :**

- Perform Administrative & Clerical duties to support programs/courses, events/activities of the College, and the daily operation
- Coordinate and monitor the official website and electronic platforms, such as Instagram.
- Perform any other duties related to the post as assigned by supervisor(s)

### **Requirement**

- 3 years relevant experience in office administrative, University degree preferred;
- Proficiency in both written & spoken English & Chinese, & preferably with fluency in Putonghua/Mandarin;
- Experience in monitoring website & maintenance preferred;

### **Working Time**

- 5 days per week, from Monday to Friday, shift duties

### **Deadline of Application**

- Till position filled

### **Contact person / Contact No.**

Mr. CHEUNG / Tel : 2572 9255

### **Application method**

Interested parties please send your resume to the Chairman of Administrative Committee, College of Nursing, Hong Kong by email to [admin\\_1@cnhk.org.hk](mailto:admin_1@cnhk.org.hk).

Information provided will be treated in strict confidence and used for recruitment purposes within our College, privacy of personal data of the applicant will be ensured with security.