

Executive Assistant (Ref. 250411017-IE)



THE HONG KONG POLYTECHNIC UNIVERSITY

Job Details

Company Overview

OFFICE OF UNDERGRADUATE STUDIES

Executive Assistant (Ref. 250411017-IE)

Duties



This job has expired.

The appointee will be required to:

Executive Assistant (Ref. 250411017-IE)

Requirements;

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(b) assist in preparing reports;

(c) assist in maintaining the office website and database system;

Thanks you for your searching. Since the job was expired. We suggest you to search another jobs again or we have some recommended jobs for you below.

(e) provide administrative support to the Undergraduate Studies Support service;

More jobs from this company

[Executive Assistant \(Ref. 251217002-IE\)](#)



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[Assistant Officer \(Ref. 251217001-IE\)](#)



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[Assistant Officer \(Ref. 251217012\)](#)



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[Director of Research Institute for Sustainable Urban Developmen...](#)



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[Executive Officer \(Ref. 251216005\)](#)



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[Assistant Academic Services Manager \(Ref. 251216007-IE\)](#)



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More jobs

Education

Bachelor Degree

Languages

Chinese - Cantonese , English

Employment Type

Full Time

Location

Hunghom

Job Level

Entry

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Industry

[Education / Training](#)

Job Function

[Administration>Clerical / Admin / Operation](#)•[Personal Assistant / Executive Assistant](#)

[Marketing / Public Relations>Public Relation - Events Management](#)