



Project Assistant (SOSC-PROG)

[Back](#)[Edit](#)

Details

Scheme Code Extern2020-21

Scheme Name Extern100

Job Reference Number

Number of Vacancies 1

Job Type Graduate Job

Employment Mode Full Time

Job Start Date 11/1/2021

Salary Range HKD 15,300- 15,300/ Month

Job Description

The appointee will be required to:

1. provide administrative support to programmes/events
 2. support publicity, digital marketing and campaigns in social media;
 3. liaise with students, internal and external units/parties;
 4. providing secretarial support to the related committee(s); and
 5. perform any other duties as assigned.
-

Location	Hong Kong - Kowloon
Application Method	Interested applicants are invited to submit their CV via email to soscnews@hkbu.edu.hk . Please indicate "Application for the post of Project Assistant (Ref: SOSC-PROG)" in the email subject.
Receive job application at BUhub?	<input type="checkbox"/>
Minimum Education Requirement	Bachelor
Job Category	Administration - Non-private Sector
Other Requirements	<ul style="list-style-type: none">- Self-motivated- Able to work independently- Good interpersonal and communication skills- Good command of English and Chinese- Knowledge in graphic design and digital marketing will be an advantage
Graduation Year	-
Year(s) of Experience Required	0
Application Period	16/12/2020- 31/1/2021
Company Website	https://sosc.hkbu.edu.hk/ (https://sosc.hkbu.edu.hk/)
Preferred Faculties / Schools	Academy of Visual Arts;Faculty of Arts;Faculty of Science;Faculty of Social Sciences;School of Business;School of Chinese Medicine;School of Communication;School of Continuing Education;UIC-Division of Business and Management;UIC-Division of Culture and Creativity;UIC-Division of Humanities and Social Sciences;UIC-Division of Science and Technology
Preferred Departments	

[Back](#)

[Edit](#)