

Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, 5 higher diploma programmes, an advanced diploma programme, a professional diploma programme, and another at diploma level, with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

Applications are invited for the following position:

## **Executive Assistant**

### **Requirements:**

- a) obtain a recognized degree in Marketing / Journalism / English Language / Communication or related disciplines;
- b) be proficient in Microsoft Word, Excel, Powerpoint, Chinese word processing;
- c) be equipped with good command of written and spoken English and Chinese, with communicability in Putonghua an added advantage;
- d) be willing to discharge duties on weekends or outside office hours as and when necessary; and
- e) be somewhat acquainted with online promotion and e-marketing such as social media, web banners, website management would be an edge.

*\* Higher Diplomates or holders of equivalent qualification(s) would also be considered.*

### **Responsibilities:**

- a) Assist proactively in marketing events, exhibitions, seminars and media activities to foster college and programme promotion,
- b) Support in carrying out activities relating to recruitment, appraisal, reappointment, faculty promotion, report preparation to relevant authorities, and the like,
- c) Offer help in compiling marketing and web materials including artwork design and content writing,
- d) Willing to liaise with internal parties as well as with the schools, churches, NGOs and various stakeholders for fulfilling the above duties, and
- e) Perform ad-hoc tasks or projects as assigned.

### **Terms of Appointment:**

Salary will be commensurate with qualifications and experience. Appointment would normally be offered on a two-year contract basis with a possibility for renewal. Medical benefits and annual leave will be provided.

### **How to Apply:**

Please apply in writing with full resume and copies of academic credentials, the latest / expected salaries, and the earliest date of availability. Applications should reach the Human Resources Office, Gratia Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or *before 19 July 2024*. Interview might be arranged before the deadline for suitable candidates once identified. For enquiries, please call at 5804 4140.

Personal data collected will be used for recruitment-related purposes only.