



Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Rector's Office (REC):

Officer (Ref. Code: REC-B217)

Job Description:

- Assist in the University's high-level meetings, including agenda preparation, minutes-taking and follow up;
- Prepare necessary correspondence/documents for the Office;
- Screen the correspondences to the Rector, making necessary translation whenever necessary;
- Assist faculty members' application of conference participation funds;
- Assist in the archive work of the Office;
- Assist in the Congregation, and any other University events where coordination lies in the Rector's Office;
- Liaise with other departments in collection of data whenever necessary;
- Provide support to the faculties as directed by the Head of the Rector's Office;
- Give support to the work of the Rector's Office in different aspects as necessary.

Requirements:

1. Education:

- Bachelor Degree in relevant discipline, preferably in English-related areas.

2. Work Experience:

- A minimum of two years' administrative work experience

3. Skills

- Fluent in English and Chinese (Cantonese and Mandarin);
- Proficiency in writing Chinese correspondence;
- Some formation in law is an advantage;
- Good PC knowledge including MS office applications and Chinese word-processing;
- Attentive to work details;
- Possess good communication and organization skills;
- Strong sense to work independently.



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

For application:

- Email your English CV, motivation letter and the relevant Diplomas as attachments to jobs@usj.edu.mo, addressed to:
The HR & Recruitment Office
University of Saint Joseph
Rua de Londres 16
Macau, CHINA
- State **expected salary** and the **Ref. Code** of the applied position in the motivation letter.
- Review of applications will continue until the position is filled.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.