



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Vacancy

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

Administrative Officer (Ref. Code: REC-B235)

Responsibilities include, but are not limited to:

1. Assist in the University's high-level meetings, including agenda preparation, minutes-taking and follow up;
2. Prepare necessary correspondence and documents for the Office;
3. Make necessary translations whenever needed;
4. Assist faculty members' application of conference participation funds;
5. Assist in the archive work of the Office;
6. Assist in the Congregation, and any other University's events where coordination lies in the Rector's Office;
7. Liaise with other departments in data collection whenever necessary;
8. Provide support to the faculties;
9. Support the work of the Office in different aspects as required.

Requirements:

1. Bachelor-level degree in relevant discipline;
2. Proficiency in both spoken and written Chinese and English;
3. Knowledge of Portuguese is an advantage;
4. Knowledge of Law is a plus;
5. A minimum of 2 to 3 years administrative work experience;
6. Good PC knowledge including MS office applications;
7. Macao ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.