



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 Lifelong Learning Office (LLO):

Administrative Assistant/Officer (Ref. Code: LLO-B254)

Responsibilities include, but are not limited to:

1. Provide a variety of general clerical and administrative support such as attending to incoming calls, enquiries and applications;
2. Assist in updating public course information on multiple channels and maintaining both internal and external course records;
3. Assist in preparing course materials and teacher briefing/training packages;
4. Handle day-to-day filing, documentation and correspondence;
5. Provide complete and excellent communication services and logistics support to students, clients and applicants;
6. Communicate and liaise with other departments of the University;
7. Attend education recruitment and promotion activities as necessary or required;
8. Handle enrollment and registration for degree and non-degree programs under CEDP scheme and other subsidized programs;
9. Handle class arrangement, general inquiries and other assigned tasks;
10. Assist in course promotion, planning and launching of Lifelong Learning programmes and activities;
11. Assist the Head of Office to develop marketing campaigns and prepare promotional materials.

Requirements:

1. Bachelor Degree holder preferable, experienced candidates with less qualifications may also be considered;
2. Good interpersonal and communication skills;
3. Fluent in spoken and written English and Chinese (Cantonese and Mandarin);
4. Good knowledge in Microsoft Office applications, common computer operation systems and AI design software;
5. Self-motivated with a strong sense of responsibility;
6. Ability to work independently;
7. Macao Driving License (Categories C1CL/A1/A2/B) would be an advantage;
8. Macao ID card 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 purposes only.
- Review of applications will continue until the position is filled.