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-B253)

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. Screen the correspondence to the Rector and 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 with the Rector's Office;
7. Liaise with other departments in data collection whenever necessary;
8. Provide support to the faculties and support the work of the Office in different aspects as required.

Requirements:

1. Bachelor degree in a relevant discipline, preferably in English related areas;
2. Fluency in both English and Chinese (Cantonese and Mandarin);
3. Proficiency in writing correspondence in Chinese;
4. Knowledge of Portuguese is a plus;
5. Knowledge of Law is a plus;
6. Good PC knowledge including MS office applications and Chinese word-processing;
7. Mature personality and able to work independently;
8. Good communication and organisational skills;
9. A minimum of 2 to 3 years full time work experience;
10. Candidates with less experience may be considered for the position of Administrative Assistant, while candidates with more experience may be considered for Senior Officer;
11. 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 purposes only.
- Review of applications will continue until the position is filled.