



## **Administrative Assistant for Finance Office**

The Finance Office (FO) of the University of Macau invites applications for the position of Administrative Assistant at a taxable monthly salary ranging from MOP22,410 to MOP29,880 (index 270 – 360).

### **Responsibilities**

1. Provide administrative support to the Finance Office which include coordination of departmental operations or specialized functions;
2. Assist in preparing proposals and reports;
3. Act as a liaison with other units;
4. Perform any other duties as assigned.

### **Requirements**

1. Bachelor's degree holder;
2. Minimum 2 years of working experience;
3. Proficiency in computer skills (Microsoft Word, Excel and Chinese word processing), any practical knowledge and experience in accounting software will be an advantage;
4. Excellent communication skills, strong sense of responsibility, high initiative, multi-tasking, mature, well-organized and able to work independently and under pressure;
5. Good command of written and spoken Chinese and English.

### **Application Procedure**

Applicants should visit <http://www.umac.mo/career> for more details, and apply **ONLINE** at **Career@UM** (<https://isw.umac.mo/recruitment>) on or before **2 November 2017** (Job Ref.: FO/AA/10/2017). Other contact points are:

**Human Resources Section, Office of Administration**  
**University of Macau, Av. da Universidade, Taipa, Macau, China**  
**Website: <https://isw.umac.mo/recruitment>; Email: [vacancy@umac.mo](mailto:vacancy@umac.mo)**  
**Tel: +853 8822 8406; Fax: +853 8822 2412**

The effective position and salary index are subject to the Personnel Statute of the University of Macau in force. The University of Macau reserves the right not to appoint a candidate. Applicants with less qualification and experience can be offered lower positions under special circumstances.

*\*\*\*Personal data provided by applicants will be kept confidential and used for recruitment purpose only\*\*\**

*\*\* Under the equal condition of qualifications and experience, priority will be given to Macao permanent residents\*\**