



Administrative Assistant / Senior Administrative Assistant for Vice Rector (Academic Affairs)

The Rector's Office of the University of Macau invites applications for the position of Administrative Assistant / Senior Administrative Assistant at a taxable monthly salary ranging from MOP22,410 to MOP38,180 (index 270 – 460).

Responsibilities

1. Assist in preparing regularly scheduled reports;
2. Ensure operations adhere to policies, rules and regulations;
3. Draft and proofread documents including correspondence, reports, proposals and policy papers;
4. Assist in preparing financial reports;
5. Collaborate with other colleagues in compiling analytical reports on different projects and proposals;
6. Undertake special projects, such as data collection and analysis, etc.;
7. Maintain the electronic filing system;
8. Perform other duties as assigned.

Requirements

1. Bachelor's degree or above in Accounting, Statistics, Communication, Mathematics, English Studies or Translation;
2. Minimum 2 years of work experience for Administrative Assistant; minimum 4 years of work experience for Senior Administrative Assistant; work experience in higher education institutions is an absolute advantage;
3. Proficiency in MS Windows and MS Office, including Word, Outlook, Excel and PowerPoint;
4. Knowledge of office administration procedures is preferred;
5. Good command of both written and spoken English and Chinese (Cantonese and Mandarin);
6. Highly organized, attentive to details and willing to learn;
7. Excellent time management skills and ability to prioritize work;
8. Effective communication and problem-solving skills as well as good proofreading skills;
9. Willing to take up ad-hoc assignments and challenges and ability to work under pressure.

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.: RTO/VRAAO/ADMIN/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
Tel: +853 8822 8553; 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***