



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



LIBRARY ASSISTANT

The Library Assistant will assist in the daily operation of the library, including the promotion of reading and providing active support for student research. Our school offers both the DSE and International Baccalaureate (IB) curricula.

Requirements:

- Fluency in English and Chinese
- Diploma / certificate / associate degree
- Training / knowledge in Librarianship is an advantage
- Good IT skills

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: adminoffice@spcc.edu.hk or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.** Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)