



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



Personal Secretary to the Principal

Responsibilities:

- Manage the Principal's Diary
- Draft letters in English and Chinese as directed
- Maintain the Principal's Files and Correspondence
- Provide secretariat services for the Principal's Meetings
- Organize receptions for guests
- Provide back-up support to the Administration Department and work closely with the Administration Executives
- Other duties which may be assigned by the Principal or the Supervisor

Requirements:

- Degree holder in any disciplines with grade C / level 4 in HKCEE / HKDSE English (Syllabus B) and Chinese Language
- At least 3 years working experiences
- Good command of both spoken and written English and Chinese, Putonghua an advantage
- Proficiency in MS Office applications including Chinese word processing
- Good communicative and administrative skills
- Detailed-minded, pleasant, helpful and diligent

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 **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.** Please mark "Confidential" and specify the post you are applying 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.)