



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



ADMINISTRATION EXECUTIVE

Responsibilities:

- Prepare internal and external communication materials including copywriting and translation such as press releases and speeches
- Proofread, edit and coordinate the production of print and online materials
- Handle enquiries from the public and the press
- Provide support in the development and organization of programmes and events for building good relationship with different stakeholders
- Take on any ad hoc projects being assigned

Requirements:

- Degree holder with Level 5 in HKDSE English Language and Chinese Language OR Grade C or above in HKAL Use of English and Chinese Language
- Preferably with experience in corporate communications
- Good command of both spoken and written English and Chinese, Putonghua is an advantage (qualified candidates will be required to sit for a written test)
- Proficiency in MS Office applications including Chinese word processing
- Strong interpersonal, communication and presentation skills
- Enthusiastic, collaborative, resilient and a good team player
- 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: recruit@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 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.)