



聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

## ADMINISTRATION EXECUTIVE

### Responsibilities:

- Supervising general office operation, junior staff and janitors
- Providing logistic support to various School's functions
- Offering other administrative support on ad hoc basis

### Requirements:

- Higher Diploma / Degree holder in any disciplines
- Grade C in HKCEE English (Syllabus B) and Chinese Language / Level 4 in HKDSE OR Grade D or above in HKAL Use of English and Chinese Language
- At least 5 years working experiences in administration preferably with management experience
- Good command of both spoken and written English and Chinese; proficiency in Putonghua is an advantage
- Proficiency in MS Office applications including Chinese word processing
- Immediate availability is an advantage

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: [spccps@ps.spcc.edu.hk](mailto:spccps@ps.spcc.edu.hk) or by post to **Headmistress, St. Paul's Co-educational College Primary School, 11 Nam Fung Path, Wong Chuk Hang, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. Candidates will be required to undergo a Sexual Conviction Record Check (SCRC).

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