



聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

## Office Clerk

### Requirements:

- Form 5 or equivalent
- a good command of English and Chinese, IT proficiency and effective communication, organizational and problem-solving skills
- ability to work independently as well as in a team
- ability to handle multiple tasks
- Immediate availability is highly preferred

### Responsibilities

- Provide administrative and clerical support to the General Office
- Be responsible for the daily operation of the reception including greeting guests, handling incoming calls and managing the front desk area
- Carry out other duties as assigned by the school

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary to: **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.)*