



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



Clerk

Requirements:

- F.6 graduate / Associate Degree / Degree holder with grade D / level 3 or above in HKCEE / HKDSE English (Syllabus B) and Chinese Language
- Good command of both spoken and written English and Chinese
- Proficiency in MS Office applications including Chinese word processing
- Detailed-minded, pleasant, helpful and diligent

Applicants are invited to apply by submitting an application letter together with resume stating 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 clearly indicate the post applied for on the envelope. Candidates will be required to undergo the Sexual Conviction Record Check (SCRC).

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