



聖保羅男女中學

ST. PAUL'S CO-EDUCATIONAL COLLEGE



Administration Executive

Responsibilities:

- Coordinate various internal and external meetings, agenda preparation and minutes taking
- Supervise office operation and junior staff
- Draft and update school policies, guidelines and operational procedures
- Draft and translate correspondences, memos, reports and other school documents
- Take on any ad hoc projects being assigned

Requirements:

- Degree holder with Level 4 in HKDSE English Language and Chinese Language OR Grade C or above in HKCEE English (Syllabus B) and Chinese Language
- 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)
- At least 5 years working experience
- 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 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.)