



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



LIBRARY ASSISTANT / CLERK

The Library Assistant / Clerk will assist in the daily operation of the library, including the promotion of reading and providing active support for student research. Our school offers both the DSE and International Baccalaureate (IB) curricula.

Requirements:

- Fluency in English and Chinese
- Diploma / certificate / associate degree
- Training / knowledge in Librarianship is an advantage
- Good IT skills

***** Applicant without training / knowledge in Librarianship will only be considered for the position of Library Clerk**

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. 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.)