



聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

CLERICAL STAFF

Requirements:

- Good command in written and spoken English and Chinese.
- Proficiency in Microsoft Office applications including Chinese word processing.
- Mature, reliable, attention to details, self-motivated, well-organized, good interpersonal skills.

Salary will be commensurate with qualifications and years of experience. Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary to: **The 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. The successful candidate 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.)