



聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

Administration Executive

Requirements:

- Higher Diploma / Degree holder in any disciplines with grade B / level 5 in HKCEE / HKDSE English (Syllabus B) and Chinese Language OR grade C or above in HKAL Use of English and Chinese Language
- At least 5 years working experiences in administration preferably with management experience
- Good command of both spoken & written English and Chinese, Putonghua an advantage
- Proficiency in MS Office applications including Chinese word processing

Responsibilities:

- Supervising general office operation and junior staff
- Providing logistic support to various School's functions
- Offering other administrative support on ad hoc basis

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. 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.)