



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



## Temporary Clerk (mid-August to early-December)

### Requirements:

- F6 / F7 graduate / Associate Degree / Degree holder with grade C / level 4 in HKCEE / HKDSE English (Syllabus B) and Chinese Language
- Good command of both spoken and written English and Chinese with a working knowledge of Putonghua
- Proficiency in MS Office applications including Chinese word processing
- Desire to work as a team, helpful, diligent, detail orientated and multitasking
- Main focus on administrative work for student activities

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: **adminoffice@spcc.edu.hk** or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

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