

# A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary and Primary School is a non-profit making co-educational English medium school under the Direct Subsidy Scheme (DSS) which began operations in September 2006. We are a through-train primary and secondary school which places great emphasis on 3 literacies (Chinese, English and IT) and is committed to the tradition and educational belief of the Hong Kong Baptist University in educating the 'whole person'.



We invite qualified candidates to apply for the following post(s) for the Primary Division: -

## Clerical Assistant(s)

### Major Duties

- ◆ To provide administrative and clerical support to school office/project/OLE teacher teams
- ◆ Prepare school circulars and relevant documents
- ◆ Assist in handling WebSAMS system and related tasks
- ◆ Design graphics and illustration for school materials
- ◆ Assist in coordinate various learning experience activities
- ◆ Handle any duties/admin tasks/ad hoc projects as assigned

### Requirements

- ◆ HKCEE/DSE with Diploma/Associate degree holder
- ◆ Good computer skills, e.g. Word, Excel, PowerPoint, Adobe Indesign, Illustrator and Photoshop
- ◆ Experience in graphics, layout and page design
- ◆ A strong team work spirit, good interpersonal and communication skills
- ◆ Solid clerical experience preferred

To apply, please send your full CV and an application form (downloadable at <http://www.hkbuas.edu.hk>) together with copies of credentials to the Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T. or by email to [hr@hkbuas.edu.hk](mailto:hr@hkbuas.edu.hk).

(Personal data provided by job applicants will be used for recruitment purposes only)