

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 for the Primary Division: -

Clerical Assistant (PS)

(for SEN and NCS)

Major Duties

- ◆ Provide clerical support to various school projects in PS
- ◆ To be the assistant of NCS and SEN teachers
- ◆ Translation of document in English and Chinese
- ◆ Handle any duties/ admin tasks/ ad hoc projects as assigned

Requirements

- ◆ HKCEE/DSE with Diploma/ Associate degree holder
- ◆ Proficiency in Word and Excel is definitely a must
- ◆ Experience in graphics design and photo retouching
- ◆ Experience in document translation

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.

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