

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

Major Duties

- ◆ Provide clerical support to School Office and Subject Teams
- ◆ Provide support to teachers using technology-related learning facilities
- ◆ Assist in the preparation of teaching materials
- ◆ Provide administrative support and handle any duties as assigned

Requirements

- ◆ HKCEE/DSE with Diploma/Associate degree holder
- ◆ Good organization and computer skills, e.g. Word, Excel, PowerPoint and Chinese Input Methods
- ◆ Self-motivated, well-organized, good interpersonal and communication skills
- ◆ Able to work independently and collectively as a good team member
- ◆ Have the ability to work under pressure
- ◆ Solid clerical experience preferred

Application Procedure:

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)