

# 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: -

## Executive Assistant

### Major Duties

- To provide secretarial, admin and clerical support to the Head of Primary School
- assist in daily office operations
- responsible for clerical work and minutes taking
- assist in handling the coordination and liaison work for parent-school, school-school, and other organizations or external agencies
- Handle any duties/admin tasks/ad hoc projects as assigned

### Requirements

- HKCEE Full Cert./DSE with degree holder or above, secretarial training will be an advantage
- A minimum of 2 years' solid and related experience
- Good admin and computer skills, e.g. Word, Excel, PowerPoint and 輸入法
- Good in spoken & written English/Chinese
- A strong team work spirit, good interpersonal and communication skills
- Good common sense and able to work under pressure with minimal supervision

We offer attractive remuneration package including medical and life insurance, retirement benefits and other fringe benefits to the suitable candidates. Please send in your full CV and an application form (download 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)