

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: -

Head of Office

(小學部校務處行政主任)

Major Responsibilities

- ◆ To assist the division head in meeting the developmental needs of the School by providing effective administrative support.
- ◆ To ensure smooth running of the Office in the provision of daily administrative support to the Division.
- ◆ To plan, manage and evaluate the allocation of manpower, budgets and other resources assigned to the Office.
- ◆ To supervise and review the performance of office staff and janitors.
- ◆ To address the health, safety and welfare needs of staff and students in a timely manner.
- ◆ To assist in school events, projects and any other duties as assigned.

Requirements

- ◆ Degree holder in Administration/Management or any other related discipline
- ◆ At least 5 years of work experience in office administration; experience in the NGO/education sector definitely an advantage
- ◆ Solid experience at a supervisory/managerial level
- ◆ Highly motivated, well-organized, able to work under pressure and with good communication skills
- ◆ Proficient in English and Chinese

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.

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