

# 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 position: -

## Executive Assistant (行政助理)

### Major Duties

- ◆ Providing secretarial support to Principals including taking minutes, preparing presentation materials, drafting school circulars and written responses to enquiries
- ◆ Handling other administrative duties as assigned by Principals

### Requirements

- ◆ A bachelor's degree in Languages/Translation is an advantage
- ◆ An excellent command of both English and Chinese
- ◆ Relevant work experience in secretarial or administrative support; experience in the NGO/education sector definitely an advantage
- ◆ Proficient computer skills in MS Word, Excel and PowerPoint, and Chinese word processing
- ◆ Well organized, attentive to details and able to accomplish tasks under a tight schedule

### 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](mailto:hr@hkbuas.edu.hk).

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