

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: -

Clerical Assistant/ Subject Assistant (SS)

Major Duties

- ◆ To provide clerical support in SS admin office
- ◆ Prepare meeting minutes and provide administrative support to Personal, Social and Humanities Education/ Liberal Arts & Citizenship and Social Development/ Integrated Science department
- ◆ Assist in preparing teaching materials, handling assessment data and support to various assessments
- ◆ Handle any duties assigned by supervisors

Requirements

- ◆ HKCEE/DSE with Diploma/ Associate degree holder
- ◆ Good in spoken & written English/Chinese
- ◆ Good organization and computer skills, e.g. Word, Excel, PowerPoint and 輸入法
- ◆ A strong team work spirit, good logical thinking and good interpersonal and communication skills
- ◆ Good common sense and able to work under pressure with minimum supervision
- ◆ Solid clerical experience is 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)