

# 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 positions: -

## Clerical Assistant

### Major Duties

- ◆ To provide administrative and clerical support for School General Office or LS/PSHE teacher teams:
  - assist teachers in preparing teaching materials
  - assist in handling assessment data and subject documentation
  - assist in organizing learning activities
- ◆ Handle any duties/admin tasks/ad hoc projects as assigned

### Requirements

- ◆ HKCEE/DSE with Diploma/Associate degree holder
- ◆ 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
- ◆ 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](mailto:hr@hkbuas.edu.hk).

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