

Assistant School Executive Officer

Job Highlights:

- Serve as Secretary of the School Principal
- Secretarial and administrative support

Job Description:

- To provide clerical and administrative support to the Principal;
- To provide communications and scripts on behalf of the Principal;
- To provide reports and papers for the school management;
- To take notes and write minutes during meetings;
- To support the operations of the IMC;
- To assist in the handling of school administrative matters;
- To assist in human resource management;
- To assist in and supervise school major events;
- To assist in promoting and maintaining a positive image of the school and school external relations; and
- To liaise with stakeholders of the school.

Job Requirements:

- A local bachelor's degree (or equivalent);
- Good problem solving, presentation and interpersonal skills;
- High proficiency in generic computer skills including Microsoft Word, Excel, PowerPoint and Chinese Word processing;
- Excellent command of spoken and written English and Chinese;
- Professional discretion and strong organizational and multitasking skills;
- Experience in school administration is an advantage;
- Immediate availability is preferred; and
- Please state your expected salary.

Interested applicants are invited to send their CV with covering letter via email (Title: Application for Assistant School Executive Officer) at recruitment@ppaulvi.edu.hk. Successful applicants should also provide a valid Sexual Conviction Record Check Result - SCRC code for checking. Personal data collected will be used for recruitment purpose only.