

POPE PAUL VI COLLEGE

School Executive Officer / 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 take notes and write minutes during meetings;
- To support the operations of the IMC;
- To assist in the handling of school administrative matters; and
- To liaise with stakeholders of the school.

Job Requirements:

- A local bachelor's degree (or equivalent);
- Excellent command of spoken and written English and Chinese;
- High proficiency in generic computer skills;
- Good problem solving, communication and interpersonal skills; and
- Able to work independently, self-motivated and well-organized.

Interested applicants are invited to send their CV with covering letter via email at recruitment@ppaulvi.edu.hk (Please state your expected salary). Successful applicants should also provide a valid Sexual Conviction Record Check (SCRC) code for checking. Personal data collected will be used for recruitment purpose only.