

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary & Primary School is a non-profit co-educational school under the Direct Subsidy Scheme (DSS) which commenced its operation in September, 2006. We are a through-train primary and secondary school with great emphasis placed on biliterate and trilingual, as well as ICT proficiency. Upholding the tradition and educational belief of the Hong Kong Baptist University, the School will realize its aims through a broad curriculum. We aim at developing students to be contributing global citizens with national pride at heart.



We invite qualified candidates to apply for the following position: -

Office Assistant

Major Duties

- ◆ Provide all-rounded operational support to facilitate smooth day-to-day office functions
- ◆ Handle indoor and outdoor delivery of documents and miscellaneous items
- ◆ Handle any ad-hoc duties and other tasks assigned by supervisors

Requirements

- ◆ HKCEE/DSE or above with 2-3 years relevant experience
- ◆ Self-motivated, well-organized, good interpersonal and communication skills
- ◆ Able to work independently and collectively as a good team member

Application Procedure:

We offer attractive remuneration package including medical & life insurance, retirement benefits and other fringe benefits to the suitable candidate. Salaries will be commensurate with qualifications and experience. Application forms are obtainable at <http://www.hkbuas.edu.hk>. Completed forms, together with copies of credentials should be mailed 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)