

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 post for the Primary Division: -

Clerical Assistant

Major Duties

- ◆ Provide clerical support to MATH and eLearning team
- ◆ Provide support to teachers using technology-related learning facilities
- ◆ Assist in the preparation of teaching materials
- ◆ Provide administrative support and handle any duties as assigned

Requirements

- ◆ HKCEE/DSE with Diploma/ Associate degree holder
- ◆ Good organization and computer skills, e.g. Word, Excel, PowerPoint and Chinese Input Methods
- ◆ Self-motivated, well-organized, good interpersonal and communication skills
- ◆ Able to work independently and collectively as a good team member
- ◆ Have the ability to work under pressure
- ◆ 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.

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