

School Administrative Officer

- Degree holder
- Be responsible and have a positive working attitude and personality
- Detailed oriented, good in analytical ability and communications skills
- Familiar with PC applications in Word and Excel
- Fluent in both spoken and written English and Chinese
- Possess initiative, good problem solving and interpersonal skills, and able to work under pressure
- Providing administrative support and secretarial support to the school
- Preferably with experiences in school administration
- Perform any ad hoc tasks when required

Applicants please send detailed resume with expected salary and contact tel. no. to the Principal, Maryknoll Convent School (Secondary Section), 5 Ho Tung Road, Kowloon Tong, Kowloon.

(Applicants who are not invited to attend an interview by the end of February 2018 may consider their applications unsuccessful. Personal data collected will be used for the purpose of recruitment only).