



## Maryknoll Convent School (Secondary Section)

Maryknoll Convent School has been providing all-round, quality and affordable education for girls since 1925. We are now seeking passionate, dynamic and forward-thinking staff for the following post.

### Clerical Assistant

#### Key Responsibilities:

- Perform a full spectrum of secretarial and administrative duties in a school environment to support effective and efficient operation of the school
- Undertake any other duties as assigned by the school executive officer

#### Requirements:

- 5 passes in HKCEE/HKDSE including English Language, Chinese Language and Mathematics or equivalent. Higher diploma in administration or equivalent. Bachelor's Degree or Diploma preferred.
- Diploma holder in accounting/ LCCI level III would be a plus
- Good IT skills
- Good command of both written and spoken English and Chinese
- Strong interpersonal skills
- Experienced in engaging with the school community
- Responsible and resourceful, able to prioritise tasks and meet deadlines
- Able to work independently and with motivation, good team spirit with a positive working attitude and pleasant personality
- Willing to learn new skills as required
- Appreciate and willing to uphold the vision and mission, ethos and educational philosophy of MCS

Interviews will start as soon as applications are received.

Please send a cover letter with a detailed resume in one PDF, indicating the post applied for on the envelope to the Principal of Maryknoll Convent School (Secondary Section) at 5 Ho Tung Road, Kowloon, or by email to [gen\\_off2@mcs.edu.hk](mailto:gen_off2@mcs.edu.hk)

(Personal data collected would be used for recruitment purpose only. This advertisement should not be reproduced, in whole or in part, to other recruitment websites without our prior written permission)