



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.

Non-Teaching 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. Bachelor's Degree or Diploma preferred.
- Diploma holder in accounting / LCCI level III or graphic design skills would be a plus
- Proficient in PC Applications
- Experience in eClass system would be an advantage
- Good command of both written and spoken English and Chinese
- Responsible and resourceful, good team spirit with a positive working attitude and personality
- Appreciation of and willingness 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

(Personal data collected will be used for the purpose of recruitment only)