



Administrator

JOB PURPOSE: The post holder will support to Teachers and Vice Principals for all administrative duties, as a part of the office Admin Team to support colleagues as required.

Responsibilities

General duties including but not limited to:

- Support Vice Principal for all admin works to ensure smooth running of the VP Office
- Support Vice Principal in managing development trainings and performance management process for teachers
- Support Vice Principal in planning and organising whole school activities such as Commencement Ceremony, School Open Day and etc
- Support Head of Family and Head of House for all admin works to ensure smooth running of the respective section offices
- Support Facilities and Office Manager in organising whole school activities such as Start of school year documents collection and work as a part of school Admin Team
- Organise work experience placement for students
- Book conference, air ticket and accommodation, source and obtain quotations of teaching resources and equipment in line with school Procurement and the ESF policies
- Maintain files, folders, records and calendars in good order
- Prepare correspondence, reports, presentations, agendas and etc
- Perform any other duties as and when assigned by Line Managers
- Perform any other duties as assigned in line with policy and practice for rotation of duties among office Admin Team members

Requirements

- Degree/Higher Diploma in Administration or Business Studies
- At least 2 years administrative and secretarial experience
- Fluency in both written and verbal English is essential; Bilingual in Chinese and English is advantageous
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Google Apps)
- Strong collaboration, organization skills in working effectively with internal and external parties
- Effective and confident communication with teachers, parents and students
- High initiative, a positive and engaging personality
- Capable of taking up assignments independently with minimum supervision

Closing Date: 13/05/2019

For enquiries, please contact Brondy Poon at 2240 6763 or bpoon@sis.edu.hk

Applications must be submitted online through <https://recruit.esf.edu.hk>.

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.