



Administrator (Term-time)

JOB PURPOSE: Provide 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 Principals and Teachers for all admin works to ensure smooth running of the VP Office
- Support Vice Principals and Teachers in planning and organising school events and activities
- 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
- 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
- Cover reception duty as and when required
- 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

This is a term-time employment where staff will take leave without pay during school summer holidays as publicized in the annual ESF school calendar.

Closing Date: 30 June 2022

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

Applications must be submitted via the ESF online recruitment system at: [Search Jobs – ESF Career Site](#)

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