



CARMEL SCHOOL

Excellence • Community • Tradition

Administrative Assistant

Applications are invited for an experienced Administrative Assistant to start in August 2019. You will be based at the Elementary School campus at 10 Borrett Road, Mid-Levels, Hong Kong.

The Role:

- As an experienced Administrative Assistant/Receptionist, you will ensure that the Head of Elementary and office has excellent administrative support.
- You will be expected to manage the front desk and to respond to enquiries
- You will assist in coordinating and facilitating the Head of Elementary's calendar to arrange appointments, meetings, conferences, and travel plans.
- You will perform a variety of administrative/clerical support tasks that are highly confidential and sensitive.
- You will coordinate office management/administrative activities for the Head of Elementary and the senior management team.
- You will plan and coordinate with other parties to organize professional conferences and school events.
- You will perform all other duties as assigned.

Requirements:

- Degree/Diploma holder with formal secretarial training.
- Minimum 3 years of work experience in serving expatriates at senior managerial level.
- Relevant work experience in education sector will be an added advantage.
- Fluent command of spoken & written English is a must. Native English speakers with some Cantonese is preferred.
- Well-organized, pleasant personality and can work independently.
- Able to stay calm under pressure and capable of thinking on your feet in a crisis.
- You will be a person with initiative and a pro-active, can-do approach to problem solving.
- Possess multi-tasking ability and flexibility to work in this dynamic and ever-evolving environment.
- Strong coordination, communication, and presentation skills.
- Excellent computer literacy with iMac – Google applications, Microsoft Word/Excel.

Remuneration:

We offer attractive compensation package, lunch, 5-day working week, paid annual leave plus some school holidays.

To Apply:

Candidates meeting the above requirements may send full resume with expected salary and a recent photo.