



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

Administrative Assistant

Responsibilities:

- Provide administrative support, such as greeting parents, visitors and responding to their enquiries, etc.
- Support teachers' administrative duties, including helping with extra-curricular activities, taking care of students after school and assisting in organising activities, etc.
- Handle student affairs, including but not limited to taking care of sick or injured students
- Provide administrative support to daily HR operations and functions including recruitment, leave and attendance management, etc
- Perform other duties as assigned

Requirements:

- Tertiary education or above
- Passed both Chinese Language and English Language in HKCEE/ HKALE/ HKDSE
- Proficient in MS Office
- Detail-minded and well-organised with good customer services skills
- Responsible and with team spirit

We offer competitive remuneration package, including **14-18 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate of full-time non-teaching staff.

Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfjpls.edu.hk and mark "*Application for the Post of Administrative Assistant*" as the email title.

Our website: www.wfjpls.edu.hk

Our Facebook Page: <https://www.facebook.com/WFJLPS>

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC). Personal data collected will be kept in strict confidence and used for employment-related purpose only.