

Administration Officer - Tai Kwong Hilary College

St. Hilary's Education Group has been operating private kindergartens, primary schools and a secondary school under our “through-train” education system since 2015 in accordance with the School Motto of “Based on Virtue, in Pursuit of Excellence”. We are looking for a capable candidate to fill the position below in the secondary section.

Administration Officer

Job Description:

- Process and recording school activities enrolments and payments
- School fees collection
- Handle monthly payroll calculation, final payments, MPF and medical scheme administration, leave management etc.
- Liaise with EDB. Process and recording Teacher Registration and visa applications;
- Draft school notices and other internal and external correspondence
- Assist in Admissions recruitment
- Liaise with Finance with payments collected and refunds when required;
- Providing logistical and administrative support to teachers, supporting staff, students and parents;

Job Requirement:

- Higher Diploma or Associate Degree holder in Accounting/Business Administration/Human Resources or equivalent;
- With at least 3-5 years of related working experience, experience working in the education sector is plus;
- Attention to detail and a high level of confidentiality and integrity;
- Proficient in MS Office applications, knowledge in Chinese Word Processing and English typing;
- Good command of written English and Chinese;
- Able to work independently with a strong sense of responsibility and good organization skills;
- Good interpersonal and communication skills.

Interested parties should email the (1) cover letter, (2) resume, and (3) current and expected salary to recruitment@tkhc.edu.hk. Only applications with all

items (1) to (3) submitted will be processed further. The recruitment and interview process will start immediately until the position is filled. Applicants who are not invited for an interview within 1 month from the submission date may consider their applications to have been unsuccessful.

St. Hilary's Education Group is an organization that supports equal opportunities. We reserve the right to accept / reject any / all applications without assigning reasons.

All information provided will only be used for recruitment related purposes.