

Pope Paul VI College

Temporary Administrative Assistant

An aided Catholic secondary school in Kwai Chung requires a Temporary Administrative Assistant.

Descriptions

- Provide administrative support to the General Office
- Immediately available is preferred

Enquiries

Interested applicants are invited to send a cover letter with full resume to the Principal by email recruit90@ppaulvi.edu.hk. Successful applicants should also provide a valid Sexual Conviction Record Check (SCRC) code for checking.

Personal data collected will be used for recruitment purpose only.