

## Office Assistant (Full-Time) Requirements:

### Responsibilities:

- Handle telephone enquiries, student record, data entry and filing
- Provide timely and adequate administrative support
- Perform any other duties as assigned by supervisor

### Job Requirements:

- Applicants must speak, read and write in English to a native level.
- Solid experience in office administration, good PC skill and MS Office application
- Excellent communication, presentable, strong problem solving and analytical skills
- A team player
- Work visa will not be provided
- Working on Monday to Friday and Saturday morning
- Immediate availability is preferable

If you share the values and philosophy of our school and would like to join a dynamic international team, please send your cover letter, CV, academic certificates along with your expected salary by email to [recruitment.sris@gmail.com](mailto:recruitment.sris@gmail.com). For further enquiry or information on this position, please email us at [enquiry@sris.edu.hk](mailto:enquiry@sris.edu.hk) or call on tel. (852) 2547-5479.

All Personal data collected will be used for recruitment purpose only.