

Receptionist/ Admin. Assistant

Duties	Requirements
<ul style="list-style-type: none">• Meet and greet visitors; handle general enquiries• Provide administrative support to the school office	<ul style="list-style-type: none">• F.5 / HKDSE holder or above• Pleasant, self-motivated and responsible• Good manners, communication and organizational skills• Good command of spoken Cantonese, English and Putonghua• Proficient in Microsoft Word, Excel and Chinese Word Processing• Relevant working experience an advantage