

The HKCCCU Logos Academy

Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode in Tseung Kwan O.

We are now inviting high caliber candidates to apply for the following post:

Clerical Assistant – Academic (Secondary)

(REF: LA-NT-CA)

Requirements:

- Completed HKDSE qualification or above;
- Proficient in Microsoft Office and Windows systems;
- PC proficiency in MS Office including PowerPoint, MS Word and Excel;
- Good communication, troubleshooting, able to work under pressure and multi-tasking skills;
- Ability to work both independently and collaboratively as part of a team;
- Attention to detail and a high level of accuracy; and
- Proficient in English and Chinese.

Online application: -

Please visit school website <https://logos.edu.hk/en/recruitment> for details and online application.

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*