

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.

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

Head of General Office (Primary section) (LA-2324-NT-HGO)

Requirements

- Applicants should have a local bachelor's degree;
- At least 5 years of work experience in office administration; experience in the education sector is definitely an advantage;
- Solid experience at a supervisory/managerial level;
- Highly motivated, well-organized, able to work under pressure and with good communication skills;
- Hands on experience with the WebSAMS system of the EDB;
- Proficient in English and Chinese; and
- Experience in management of Student Admission (both primary and secondary division) in Direct Subsidy Scheme school will be a further advantage.

Major Responsibilities

- To maintain an up-to-date student records system and to provide such data when required by EDB and related parties;
- To generate useful statistics as required from various department and units;
- To ensure smooth running of the General Office in the provision of daily administrative support to various departments / units;
- To supervise and review the performance of General Office staff and janitors;
- To address the health and safety needs of staff and students in a timely manner;
- To assist in school events, projects and any other duties as assigned;
- To assist in reviewing school-based mechanisms, internal administrative arrangements and requirements (such as handling of school complaints, crisis management, parent education, maintenance of school premises and safety issues);
- To assist in handling of routine school administrative matters; and
- To liaise with stakeholders of the school.

Online application: -

Please visit school website <https://www.logosacademy.edu.hk/en/category/news/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.)*