



# Good Hope School

Give Hope through Kindness

## Senior Administration Officer

### Responsibilities:

- Act as the Secretary to the School Management Committee (SMC)
- See to the compliance of the School and EDB policies
- Serve as the Secretary of the Governance Review Committee
- Handle enquiries and correspondence with the government
- Handle tendering and purchasing matters of the School
- Any other duties as assigned by the Principal/Supervisor in enhancing the administrative functions of the School, including all activities held to pursue the objective of this School

### Requirements:

- A Bachelor's or higher degree, preferably in an administrative discipline
- Min. 8 years of related experience at senior administrative or managerial level
- Excellence in both English and Chinese
- Experience in dealing with government bureaux, handling public and media enquiries
- Experience of working in a school setting is an advantage

**Commencement date for work: 20 August 2018**

**Closing date of application: 25 May 2018**

Remuneration will commensurate with qualification and experience.

Interested candidates please apply to the Principal in writing, with a full CV and cover letter via email (Mailbox: [recruitment@ghs.edu.hk](mailto:recruitment@ghs.edu.hk)) or by post (Address: 303 Clear Water Bay Road, Kowloon).

(All personal data collected will be used for recruitment purpose only.)