

# 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:

## **Clerical Assistant (REF: LA-2223-NT-CA)**

- S5 or above.
- Experience in school setting will be an advantage;
- Provide assistance for Human Resources and Accounting Department related matters (e.g. Recruitment, Tendering and Inventory records)
- Proficiency in PC applications such as MS Office, Chinese Word Processing, etc;
- Proficiency in English and Chinese;
- Polite, responsible, and pleasant with good manners;
- Highly motivated, well-organized, able to work under pressure and with good communication skills; and
- Candidate with more experience will be considered as Clerical Officer II

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.)*