



Academy of The Baptist Convention of Hong Kong is an education institution under the auspices of the Baptist Convention of Hong Kong. The school is offering programmes ranging from professional training to academic programmes, and is now inviting applications for the following position:

### **Part Time Programme Assistant**

The incumbent is expected to:

- Work 16 hours per week
- Be on duty on irregular working hours (9:00 - 22:00)
- Work in other venues, apart from the Academy campus

### **Job Description**

- Assist in all administrative related works, such as data entry and analysis, filing, logistics/operational arrangement, etc.
- Require to take up computer and reception work, e.g. answering inquires, etc.

### **Requirement**

- IT Skills (such as full MS Office applications, Canva, etc.)
- Good interpersonal and communication skills
- Fluency in both written and spoken Cantonese and English, additional bonus for Putonghua

Prospective candidates should have undergone the Sexual Conviction Record Check

Please apply by giving a CV, academic and professional qualification(s), expected salary (hourly) and indicate your earliest availability to [recruit@abchk.edu.hk](mailto:recruit@abchk.edu.hk).

Personal data collected will be used for recruitment purposes only.