



## ST. NICHOLAS' ENGLISH KINDERGARTEN

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St. Nicholas' English Kindergarten is a trilingual kindergarten serving students at the K1-K3 levels. Founded in 1971 and located in the prestigious area of Kowloon Tong, St. Nicholas' reputation is one of consistency and excellent in Early Childhood Education. All teaching at St. Nicholas' follows the whole-child approach and seeks to tailor instruction to each child's unique learning style. Students also benefit from the individualized attention that is made possible by small class sizes. We value staffs who are passionate, innovative and true lifelong learners. People who thrive in a small school environment and value team work are ideal St. Nicholas' staff members. Our kindergarten enjoys a diverse staff population, with people from Hong Kong, The United States, and Great Britain. Come join our team!

### Receptionist

#### Requirements

- HKCEE/DSE or above
- At least 1-2 years' relevant experience preferably from service industry
- Good telephone manner, pleasant, responsible & willing to work hard in office matters (including outdoor work)
- Willing to learn and able to work under pressure
- Independent and with the passion in serving people
- Fluent spoken & written English and Chinese (Cantonese & Mandarin)
- Proficiency in Microsoft Excel, Word & Powerpoint
- Knowledge of InDesign & Photoshop is an advantage
- Immediate availability is preferred

#### Responsibilities

- Handle all incoming calls
- Handle parent enquiries, payments & campus visits
- Maintain good relations with potential and existing parents
- Handle general office admin duties including mailing, pantry supplies, arranging courier, etc.
- Assist in administrative work and update of student database & inventory record
- Support the marketing activities, events and other tasks as assigned

Qualified applicants are welcome to email their resume, cover letter and expected salary to [careers@stnicholas.edu.hk](mailto:careers@stnicholas.edu.hk). Please state in the e-mail subject the position you are applying for. Please also fill out the employment application form online at: <http://goo.gl/kvKWC8>.