

**JOB FAMILY – Administration and Operations**

Job Name	Administrator
Job Code	ADM-WTW-07
Job Summary	To provide administrative / clerical support and procurement services at KJS
Main Accountabilities	<p><u>Procurement</u></p> <ul style="list-style-type: none"> <li>• Bookings of student trips and activities</li> <li>• Purchase of teaching resources, furniture and equipment</li> <li>• Purchase of maintenance, repair and operating supplies</li> <li>• Purchase of refreshment, office supplies and miscellaneous items</li> </ul> <p><u>Office Support and Support to SLT (shared responsibilities)</u></p> <ul style="list-style-type: none"> <li>• Distribution of incoming email and fax</li> <li>• Organization of events and activities</li> <li>• Production of school publication, reports and miscellaneous documents</li> <li>• Booking of casual staff</li> <li>• Minutes taking</li> <li>• Front desk support</li> <li>• Typing and other clerical work</li> </ul> <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> <li>• To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives</li> </ul>
Typical reporting relationship	HR & Finance Manager
Minimum typical education	Tertiary education
Minimum typical experience	3 years relevant post graduate experience
Core Professional / Technical Competencies required	<ul style="list-style-type: none"> <li>• Fluency in spoken and written English and Chinese (Cantonese)</li> <li>• Excellent organizational skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Proficiency in Microsoft Excel and Word</li> <li>• Confidence in using and learning new computer systems</li> </ul>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> <li>• Courteous, positive and helpful</li> <li>• Team centred</li> <li>• Detail-minded</li> <li>• Committed to follow up</li> <li>• Use of initiative and motivation</li> <li>• Communication with confidence and positivity</li> </ul>