

NORD ANGLIA INTERNATIONAL SCHOOL, HONG KONG

STUDENT SERVICE OFFICER

Nord Anglia International School, Hong Kong is looking for a Student Service Officer. The incumbent is responsible for ensuring the delivery of a smooth operation with the best quality service for our school.

The successful candidate will:

- be qualified to tertiary education or university graduate is preferred
- have minimum 3 years' experience in managing premises cleaning/ security/ catering services with both internal and external providers
- have at least 3 years' experience in providing high quality customer service
- be ideally to have working experiences in educational institution
- have good command of written and spoken English and Cantonese
- have strong computer literacy skills such as Word, Excel and Powerpoint
- have good interpersonal, communication, organisational and time-management skills
- have a high level of personal integrity

Nord Anglia International School, Hong Kong is a new international school located in Lam Tin in East Kowloon. The fully renovated School will feature high quality facilities and resources for up to 660 students between years 1 to 7.

This is an exciting time to be joining Nord Anglia Education. We are the world's leading premium schools organization with schools across China, Middle East, South East Asia, Europe and North America. Nord Anglia Education now has 28 schools in 12 countries and is responsible for the education of over 18,000 students. We put educational quality at the heart of what we do and each of our schools grows as a result of our popularity with parents.

Find out more about us at www.nais.hk

To Apply: Please click <https://www.jobtrain.co.uk/NORDANGLIA5/displayjob.aspx?jobid=1248>

Online applications should contain a CV, letter of application and the details of two professional references along with current salary expectations.

Salary: Competitive

Closing date: 12 noon (Hong Kong Time), Monday 16th June 2014