



聖士提反書院
ST STEPHEN'S COLLEGE

St Stephen's College is a co-educational secondary school. Our scenic campus resides in the heart of Stanley, the southern tip of Hong Kong Island. We provide boarding services to 400 students, who are under the care and guidance of our resident teachers. We pride ourselves on our strong Christian ethos, expansive learning environment, outstanding staff, and forward-looking initiatives.

Under the Direct Subsidy Scheme, St Stephen's is an IB world school. We provide a dual-track programme (the IBDP and the HKDSE) for senior secondary levels.

We are looking for passionate people to join our dynamic learning and teaching community.

Accounts Clerk

- Responsible for accounting & cashier duties plus clerical support Requirement
- Pass in HKCEE / HKDSE or above with minimum 2 year experience
- Holder of LCCI Level 2 or above
- Proficiency in Microsoft Excel and Words
- Honest, mature, well organized, independent and responsible

Executive Clerk

- Able to work independently
- Fluent in spoken and written English and Chinese (Putonghua is an advantage)
- Administrative work in General Office
- Handling personal records and files
- Employment procedures
- Supervising works and schedule of Janitors
- Secretaries to administration meetings

招聘文員助理

協助處理一般辦公室文書、接待工作
具一般電腦應用知識(進階電腦知識優先)

We accept applications on or before **19 December 2025**. Please send your application, resume, and letters of reference to:

The Principal
St Stephen's College
22 Tung Tau Wan Road
Stanley, Hong Kong

or by email to sschk@ssc.edu.hk.

We are an equal opportunity employer and welcome applications from all qualified candidates. Personal data collected will be handled confidentially by authorized personnel for recruitment-related purposes only. Applicants not hearing from us within four weeks from the date of advertisement may consider their application unsuccessful. Information on unsuccessful candidates will be purged within 6 months on completion of the recruitment exercise.

