



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.

Receptionist

- Handle incoming calls and operate telephone switchboard
- Co-ordinate and monitor administration activities for the reception areas and conference rooms
- Provide clerical and administration support
- Assist in ad-hoc duties as assigned.
- Fluency in spoken English and Chinese including Putonghua
- Knowledge of PC applications including Chinese word-processing
- Presentable with pleasant personality and good telephone manner

We accept applications before Friday, 16 October 2026. 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 recruitment@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.

