

As an aided Christian secondary school mainly using English as the MOI, we would like to invite eligible applicants with the right qualifications and passion for education to apply for the following posts:

1. Full-time / Part-time Teaching Assistant (Chi. Lang.)

Higher Diploma or above in related subject

2. 文書及活動助理 (兼職 / 全職)

- 處理學校一般文書工作與學生事務，包括：電腦資料輸入；
- 回答家長或公眾人士查詢，以及支援學校活動。
- 已完成中五學業，或具備同等學歷；中英文及溝通能力良好，熟悉中英文輸入法及電腦操作者優先，例如：文書處理、試算表及簡報軟件。

Interested applicants are welcome to send their applications with full resume to the Principal on or before 30 September 2025 by post (12-14 Chik Wan Street, Tai Wai, Shatin, N.T., **Christian Alliance Cheng Wing Gee College**). Please mark the post applied on the envelope.

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