

ST. ANDREW'S CHURCH
Receptionist

St. Andrew's Church is an English speaking international church with 1,400 membership and a staff team of 30+ people. We are looking for an experienced Receptionist to join the administration team.

Requirements

- F. 5 or above with at least 3 years relevant working experience
- Good command of written and spoken in English and Cantonese and Mandarin
- A good team player, mature, independent, outgoing and good inter-personal skills
- Proficient in MS Words, Excel, Powerpoint and Chinese word processing
- Must be an active member of a Christian church
- Willing to work on Sunday afternoon

Working conditions and remuneration are good. Interested parties please send full resume, salary expected with three referees (one of whom must be from his/her pastor) to recruit@standrews.org.hk. More information about the Church can be found in <http://www.standrews.org.hk>

Data collected will be kept confidential and use for recruitment purposes only.