

The HKCCCU Logos Academy

Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode in Tseung Kwan O.

We are now inviting high caliber candidates to apply for the following post:

Clerical Assistant – Accounting Department

(REF: LA-2324-NT-CA-AC)

- Completed HKDSE qualification or above;
- Possess a certificate related to accounting knowledge will be an advantage;
- At least 2 years of relevant experience in accounting; experience in subsidized schools is an advantage;
- PC proficiency in MYOB, MS Office including PowerPoint, MS Word and Excel;
- Good communication, troubleshooting, able to work under pressure and multi-tasking skills;
- Ability to work both independently and collaboratively as part of a team; and
- Proficient in English and Chinese.

Online application: -

Please visit school website <https://logos.edu.hk/en/recruitment> for details and online application.

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*