



聖保祿醫院
St. Paul's Hospital

23 January 2010

Secretary

- ✧ Degree holder in Business Administration or equivalent with formal secretarial training is preferred
- ✧ Minimum 4 years relevant experiences in serving senior executives in sizable corporations with exposure in hospital / healthcare field is desirable
- ✧ Proficiency in both written and spoken English and Chinese including Putonghua
- ✧ Well-versed with MS Word, Excel, PowerPoint and Chinese WP
- ✧ Possess strong communication, interpersonal and problems solving skills with good analytical and logical thinking
- ✧ Highly independent, responsible, trustworthy with a confidentiality mindset
- ✧ Able to handle multiple tasks with minimum supervision and turn creative ideas into practical solutions

We offer attractive remuneration packages and fringe benefits to the right candidates. Interested parties, please send the completed application form downloaded from www.stpaul.org.hk together with your resume, present and expected salary to Human Resources Manager, St. Paul's Hospital, 2 Eastern Hospital Road, Causeway Bay, Hong Kong or email to sph.hr@mail.stpaul.org.hk on or before **5 February 2010**. Please quote the position applied on the envelope or email.

Personal data collected will be used for recruitment purpose only.