



聖保祿醫院
St. Paul's Hospital

Position: 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 industry is desirable
- Proficiency in both written and spoken English and Chinese including Putonghua
- Well-versed with MS Word, Excel, PowerPoint and Chinese word processing
- 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 candidate(s). Interested parties, please send the completed application form downloaded from our website: www.stpaul.org.hk together with your full resume stating present and expected salary to our **Human Resources Manager, St. Paul's Hospital, 2 Eastern Hospital Road, Causeway Bay, Hong Kong** or email it to sph.hr@mail.stpaul.org.hk on or before **20 August 2010**.

Data collected will be used strictly for recruitment purpose only