

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1250 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position commencing in **November 2024 or as mutually agreed**.

RECEPTIONIST – PEAK CAMPUS

(Working hours are Monday to Friday from 7.15am to 3.45pm)

We are seeking a motivated and outgoing individual with excellent communication skills to join our team in a customer-facing role. The successful candidate will be the first point of contact for students, parents, staff, and visitors, playing a key role in ensuring the smooth operation of our school. The ideal candidate will be comfortable interacting with various stakeholders in person, over the phone, and via email, handling inquiries in a positive, prompt, and professional manner. In addition to receptionist duties, this position will support the HR Department and Administrative Office with various tasks.

JOB RESPONSIBILITIES

- Oversee the reception area, ensuring all callers and visitors are greeted promptly, courteously, and professionally.
- Handle inquiries and requests from visitors, students and parents, helping as needed.
- Assist with room bookings as required.
- Maintain security by following procedures, monitoring the logbook, and issuing visitor badges.
- Provide administrative support to the HR Team, assist with events and interview preparations.
- Perform ad hoc duties as assigned.

REQUIREMENTS

- Experience working in a related area and very good customer service orientation
- Excellent communication skills, both verbal and written in English; Cantonese and German language skills a plus
- Outgoing and personable, with a strong ability to build and maintain relationships
- Competent in computer skills
- Experience working in a busy environment
- Professional and customer focused
- Organisation, Multitasking and stress management skills

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation at a subsidised rate is provided between Central and the Peak Campus, subject to availability. We welcome candidates who are committed to continuous professional development and willing to contribute to wider school activities.

HOW TO APPLY

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.



11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
FAX (852) 2849 6347
EMAIL GSIS@GSIS.EDU.HK

