

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of approximately 1,200 students. The school is organised in two Streams; German and English, leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced candidates for the following position, **commencing in January 2023**.

DATABASE ASSISTANT

(Part time, 20 hours/week)

We are looking for an IT Assistant whose main responsibility will be to support the IT department in the day-to-day operation of various administrative tasks.

DUTIES

- Data entry and extraction in and out of various school systems for its day-to-day, periodic and ad-hoc operational needs throughout the academic year
- Keep various school databases up to date
- Print student and staff ID cards
- Data entry and logistical support for SAT/ACT exams
- Ad hoc duties as assigned

REQUIREMENTS

- High School Diploma
- Minimum 2 years of working experience in an office
- Excellent computer skills particularly Excel, Outlook and database usage
- Good organizational skills
- Self-motivated and independent
- Spoken and written English
- Experience with school related database such as MaiaLearning and Verascross preferred

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 on a subsidised rate is provided between Central and the Peak Campus, subject to availability.

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.**