

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 in **November 2022 or as mutually agreed.**

## INTERN – HR DEPARTMENT

(Working hours: Monday to Friday, 8:00 AM to 4.15 PM)

We are seeking an Intern (long term internship) to assist our HR team in the day-to-day operation as well as in HR related projects. The successful candidate will be an excellent team player as well as having the ability to work independently using his/her own initiative.

## RESPONSIBILITIES

- Assist with Recruitment coordination and set up
  - Data entry and filing
  - Research and assist in projects
  - Assisting in visa applications and teacher registrations
  - Tracking and following up with correspondence, writing letters
  - Handling phone calls and arrange and coordinate meetings
  - Day-to-day departmental support as needed
  - Provide clerical and administrative support to the HR Department
  - Perform ad-hoc tasks as assigned
  - Assist with events
- Cross-check Data

## REQUIREMENTS

- Ability to handle sensitive and confidential material
- Very good English language skills; Cantonese speaker preferred
- Exceptional prioritising and organisational skills
- Great communication skills
- Strong attention to detail
- Proficient in Microsoft Excel, Word and PowerPoint
- Ability to work independently and efficiently but also ability to follow up with tasks and responsibilities in a timely manner

GSIS offers an excellent working environment in an international school with strong links to German-speaking countries. Free staff bus transportation 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 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.**