

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English— providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position.

SECRETARY (MONDAY TO FRIDAY, 7:15 A.M. TO 2:30 P.M.) – POK FU LAM CAMPUS

We are seeking an organized, capable, and personable individual to join our team; **immediately available is preferred**. The role focuses on secretarial and organizational duties for the Kindergarten and Lower Primary sections of both educational streams at the Pok Fu Lam campus.

RESPONSIBILITIES

- Responding to inquiries from parents and staff
- Managing correspondence
- Maintaining student records and handling absence/sick leave notifications
- Supporting school management and teaching staff with school organizational tasks
- Assisting with the preparation of student reports
- Supporting bus transportation coordination
- Conducting school tours

REQUIREMENTS

- Completed vocational training, preferably in a business or administrative field
- Good interpersonal skills
- Strong communication skills, both written and spoken; proficiency in German, English and Cantonese would be preferred
- Initiative and ability to work independently
- Strong organizational skills and flexibility
- Reliability, accuracy, and attention to detail

WHAT WE OFFER

GSIS offers competitive medical health insurance, annual leave and 13th month salary payment. We welcome candidates who show a commitment to continuous professional development and are 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/en/about-us/careers/job-openings>). Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.



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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 including employment history, social media and reference checks, criminal record checks and child protection screening will be conducted to safeguard all student at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.