



**INTERNATIONAL  
CHRISTIAN  
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

# ADMINISTRATIVE COORDINATOR

As the **Administrative Coordinator of the Head of Schools Office** of International Christian School in Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will welcome your administrative and coordination support, ensuring smooth day-to-day operations and effective communication in the Head of Schools Office. The job holder will also assist the Board Secretary and Head of Development with general administrative tasks and event coordination when needed.

[APPLY ONLINE >](#)

## WHAT YOU WILL DO

- Provide administrative and coordination support to the Head of Schools and Head of Development, including calendar support and contact management, to assist with effective daily operations of the Head of Schools Office.
- Arrange and coordinate internal and external meetings, including Board and sub-committee meetings, and travel logistics such as scheduling, agendas, and itinerary support, with an attention to accuracy and details. Provide on-site support when needed.
- Assist with receiving and filtering phone calls, emails, and correspondences, including those of a sensitive or confidential nature.
- Support communication and coordination with internal and external stakeholders to facilitate smooth operations and positive working relationships.
- Assist in addressing routine administrative issues and escalating more complex matters appropriately to ensure timely resolution.
- Process purchase requisition, payment reconciliations, and reimbursement claims for the Head of Schools Office and related activities as required.
- Provide administrative support related to budget tracking and documentation for the Head of Schools Office.

## WE'RE LOOKING FOR SOMEONE WITH

- Relevant experience providing administrative or coordination support in a busy and multicultural environment.
- A degree in a relevant discipline, or an equivalent combination of relevant experience and/or education/training.

- Good interpersonal and organizational skills, with the ability to manage multiple tasks, prioritize effectively, and adjust to changing deadlines.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Demonstrated emotional maturity, flexibility, and a service-oriented approach when responding to varying needs and requests.
- A practical and proactive approach to problem-solving, with the ability to exercise sound judgment and seek guidance when appropriate.
- Able to work well as part of a team, while also being capable of working independently on assigned tasks.
- Strong communication skills in English; bilingual ability is an advantage.
- Professional and courteous in interactions with colleagues, students, parents, and external contacts.
- Willingness to provide support outside normal office hours on an occasional and as-needed basis..

## WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

## TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

*All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.*

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## ABOUT ICS

ICS is a Christ-centered K-12 school dedicated to the spiritual formation and academic excellence of our 1,100 students. As one of Hong Kong's premiere college preparatories, we offer a classical US Liberal Arts curriculum encouraging a love of truth, beauty and goodness. Students are formed as **'Oaks of Righteousness'** to serve God and neighbor in their generation.