



**INTERNATIONAL
CHRISTIAN
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

ADMINISTRATIVE ASSISTANT, ADMISSIONS (PART- TIME TEMPORARY)

As the **Administrative Assistant, Admissions** of International Christian School, Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will welcome your skills and experience to provide operational support to the Admissions Office to ensure smooth and efficient service.

The successful candidate will commence from July 15, 2026 until February 19, 2027.

[APPLY ONLINE >](#)

WHAT YOU WILL DO

- Provide administrative support to student application and admissions processes including but not limited to:
- Answering enquiries and establishing connections with interested parties
- Communicate the admissions process with partnering departments and provide updates to stakeholders
- Schedule and coordinate appointments, interviews, tests and school tours
- Assist with collection of payment, paperworks, screening and test arrangements

WE'RE LOOKING FOR SOMEONE WITH

- Strong passion and commitment to Christian education and ministry.
- Experience in admissions or client servicing roles preferably in education or NGO settings.
- Strong verbal and written English, communication and interpersonal skills.
- Experience in the logistics of events administration is preferred.
- Self-motivated, independent, people-oriented and confident.
- Highly organized and attentive to details, with strong numerical and problem-solving skills.

- Ability to maintain strict confidentiality of the office and student information is imperative.
- Be fully cognizant of the need to work outside normal school hours (after-school and/or weekends) as required.

WHAT WE OFFER

The job holder will work on a 2.5 days (or 20 hours) per week. We offer a competitive pay, commensurate with the candidate's relevant experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. 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.

[APPLY ONLINE >](#)

ABOUT ICS

ICS is a Christ-centred 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.