



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position: **Parent Liaison Executive at Italian International Nursery and Kindergarten in Hong Kong**

Job Description (100 words):

Parent Liaison: 1. Parent liaison, reception duties, phone enquiries; 2. Escort prospective parents around the school's facilities; 3. Documenting all complaints or queries raised by parents and bringing such to the attention of the Principal and Executive Director; 4. To cooperate with teachers to fully understand the school curriculum, and extra-curricular activities; 5. To attend school events (i.e. year-end party, open days etc.) and any promotional event (i.e. kindergarten festival) that may be held outside of the contractual hours as required.

Promotion and Marketing: 1. To assist with promotion and marketing communication; 2. To assist with the planning and organisation of the events.

Students' Movements: 1. To prepare all admission and withdrawal documents; 2. To keep track of students numbers in the school; 3. To maintain current student class lists and keep teachers updated of same; to assist the Accounting and Administration Manager to track records of payments.

Job location: **Hong Kong**

Type of job (full-time, part-time, internship): **Full-time**

Required experience: **Degree or above; related work experience will be a plus.**

Starting date: **July 2020**

Salary (if indicated): **Salary details will be discussed directly with shortlisted candidates**

Candidates' requirements (100 words)

- Italian nationality;
- Degree or above, related work experience will be a plus; Love children;
- Strong sense of responsibility, active and eager to learn;
- Good organizational and interpersonal skills;
- Competent computer skills;
- Good command of English and Mandarin.



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Company Information

Company Name: **Sapientia (H.K.) Limited**

Company Description (100 words):

Sapientia (H.K.) Limited is the Managing Company of the Italian International Nursery and Kindergarten in Hong Kong. Established in 2019, the School is located in South Horizon (Hong Kong Island), and owns its campus (more than 1,000 sqm).

The Italian International Nursery and Kindergarten is a non profit School, founded on the same values of the Accredited Italian Embassy School in Beijing and cooperating directly with Reggio Children, the famous Italian education institution inspiring schools in 140+ countries in the world. The School is bilingual, with two streams: Italian and English, plus Mandarin and Mandarin and English, plus Italian.

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