

## Math Teacher (Full time / part time)

### Duties

- Use Mentorhood Math Teaching Methods to foster learning of children aged 3-15 in small group in English
- Regular communication with parents, establish a good relationship and provide advice of students progress
- Execute other non-teaching duties such as improving the curriculum development and preparing student reports
- Assist and report to the Center Manager in carrying out center administration work
- Communicate with parents proactively about students' learning progress

### Requirements:

- Relevant academic background or certification
- Like children, passionate in teaching
- Be responsible, cheerful and patience
- Able to work independently as well as in terms in a positive and cooperative manner
- Strong communication skill in English
- Relevant experience in working with younger kids is preferred
- Working location: Apleichau

### Career development:

- **Attractive basic salary with an uncapped bonus** based on individual
- Outstanding performer will be offered **opportunities to be our partners**
- Comprehensive teaching, administrative, management and personnel training
- Gain wide range of experience in different positions, or progressive development to be promoted to leadership position

## **Administrative Officer(Full time)**

### **Responsibilities:**

- Provide reception & customer service for both in person & telephone inquiries in professional manner
- Arrange accurate class schedule
- Organize and print teaching material for teachers
- Communicate with teachers and parents
- Handle invoices, receipts and sales report
- Assist with the day-to-day operations of the company
- Provide daily administrative support to teachers and managing directors, including ad hoc duties
- Help keep the office tidy and sanitary for a constant professional appearance

### **Requirements:**

- Good command of Cantonese, fair in Mandarin and English
- Well organized, motivated and attentive to details.
- Excellent interpersonal and communications skills.
- Strong knowledge of MS Word, Excel is an asset

Interested students should send their application by email to [recruit@mentorhood.com.hk](mailto:recruit@mentorhood.com.hk)