

REALIZE YOUR *Dream*  
OF BECOMING AN  
*Educator*



**NTK Academic Group**  
NTK Learning Center • NTK Educational Consulting • NTK Publishing



## Teacher of English/English Literature (IB/US Test Preparation/IGCSE)

We are looking for teachers with relevant academic qualifications to join our teaching team.

If you are passionate about teaching and would like to work in a culturally diverse company, this is the opening you have been looking for.

The successful candidate will follow a 5-day work schedule and teach courses and private lessons in either **US Test Preparation, I/GCSE and IBDP English Literature** using our in-house designed course materials.

You will have opportunities to participate in curriculum design and development. We provide continuous professional development workshops and training to our teachers.

### Job Responsibilities

- Provide instruction and feedback in the relevant subject for specific exams and curricula
- Design customized lesson plans for students following course outlines
- Assist supervisors in carrying out curriculum development projects
- Keep record of and provide feedback on students' learning progress
- Participate in workshops and training for professional development
- Execute non-teaching duties such as preparing progress reports and building resources
- Handle ad hoc assignments as required
- Report to department heads and the management team

### Essential Qualities

- Bachelor's/ Master's degree or above with strong academic background in English, English Literature, Linguistics, Education or related fields
- Commitment to quality education

- Excellent team player and individual who is highly motivated and with integrity

### **Desirable Qualities**

- Full-time experience in teaching international curricula
- Knowledge of secondary school and university entrance exams
- Immediate availability

### **Working Location**

- Causeway Bay or Kowloon City Area

### **What We Offer**

The School offers a friendly and multinational working environment.

An attractive remuneration package, 5-day work schedule, incentive payment, training program, medical benefits, and sponsorship of staff well-being activities will be offered to the successful candidate, along with various career development and advancement opportunities. Working visa sponsorship will be offered to successful candidates.

Salary will be commensurate with qualifications and experience.

Thank you for your interest. Please note that we will only contact shortlisted candidates.

We are an equal opportunity employer. Personal data collected will be used strictly for recruitment purposes only and will be destroyed within 12 months.

Interested parties please send detailed CV and cover letter with expected salary to [recruitment@ntk.edu.hk](mailto:recruitment@ntk.edu.hk).

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## System Administrator

### Responsibilities

- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Diagnose and solve hardware or software faults, and replace parts as required
- Provide support including procedural documentation and relevant reports
- Support the roll-out of new applications
- Set up new users' accounts and profiles and dealing with password issue
- Prioritize and manage different pending cases
- Handle ad hoc assignments as required

### Requirements

- Diploma holder in Computers or related field
- Minimum 1 year of solid experience in supporting Windows Platform and System Administration
- Hands-on experience on MS Windows Servers, DNS, Data Backup, Firewall, etc.
- Good analytical and problem solving skills
- Self-motivated and willing to work in a team
- Good command of English and Chinese
- Fresh graduates will also be considered

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## Teacher of Mathematics/Biology/Physics/Chemistry/Economics

We are looking for teachers with relevant academic qualifications to join our teaching team. The successful candidate will teach various international curricula and levels according to in-house designed course outlines. You will have opportunities to participate in curriculum design and development. We provide continuous professional development workshops and training to our teachers. If you are passionate about teaching and would like to work in a company with a diverse culture, this is the opening you've been looking for.

### Job Responsibilities

- Teach the respective subject of various international curricula and levels in small group or one-on-one lessons
- Design customized lesson plans for students following course outlines
- Execute non-teaching duties such as preparing progress reports, developing and organizing teaching materials
- Assist supervisors in carrying out and participate in academic-related projects such as education seminars
- Communicate with parents regarding students' learning progress
- Report to department heads and the management team

### Essential Qualities

- Bachelor's/ Master's degree or above with strong academic background in related fields
- Excellent grades and achievement in middle or high school
- Commitment to teaching and student-oriented
- Keen to work in education, especially teaching students from multi-cultural backgrounds and working in an international and culturally diverse company
- Knowledge in international exams and syllabuses is an advantage
- Fluent in English; native English speaker is an advantage
- Responsible, diligent, organized and open-minded towards learning
- Able to work independently as well as in teams in a positive manner

- Fresh graduates with passion in teaching are welcome to apply
- Applicants with more relevant experience may be considered for the position of Senior Teacher

### **Working Location**

- Causeway Bay or Kowloon City Area

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## Customer Relationship Officer (Customer Service)

### Job Responsibilities:

- Handle face-to-face enquiries, telephone calls and email correspondence from clients in a professional manner
- Maintain a positive relationship with all new and existing clients
- Provide after-sale services to enhance customer satisfaction
- Understand clients' needs to recommend the best possible education programs
- React promptly to a problem with a feasible solution
- Be a key player to drive sales and to exceed the sales target
- Support the team and various internal parties to achieve greater efficiency in operation
- Participate in various project team meetings to give suggestions on areas of improvement
- Assist in ad hoc projects assigned by the Management

### Essential Qualities

- Bachelor's degree or above with strong academic background in any discipline
- Minimum 1 year customer service experience, preferably in the education industry
- Good command of spoken and written English, Cantonese and Mandarin
- Possess problem-solving skills and good listening skills to tailor the best package according to clients' needs
- Able to prioritize and handle multiple tasks simultaneously
- A good team player and good interpersonal skills
- Fresh graduate with impressive academic background will also be considered

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## Administration Officer

### Responsibilities

- Maintain the filing system and the database
- Manage the inventory and the procurement
- Prepare reports and other necessary documents
- Arrange meeting schedules and room reservations
- Greet customers and handle enquiries
- Handle ad hoc assignments and various administrative duties as required

### Essential Qualities

- Bachelor's degree or above in any discipline
- 1 year of working experience or above
- Resourceful and willing to take initiative
- Good IT proficiency. Knowledge in MS Excel Spreadsheet an advantage
- Self-motivated and attentive to details
- Able to work independently
- A good team player
- Able to work under pressure and tight deadlines
- Good communication and interpersonal skills
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