



Educational Publishing House Limited
(A member of Popular Holdings Limited)

We are a dynamic and innovative publisher specializing in providing high-quality school textbooks, supplementary books, teaching resources and multi-media products.

To cope with our business growth, we are now seeking for individual of high caliber to join us and we have the following vacancies.

A. Internship Positions (Program Period: Mid May / June – End of August 2018)

1. Editorial Assistant (Intern) (Chinese)

Responsibilities

- Assist in translating, editing and proofreading teaching materials etc
- Support in daily administrative duties, e.g. data entry, compile word files
- Assist to perform ad hoc tasks

Requirements:

- Undergraduate student major in translation or Chinese Language
- High proficiency in written Chinese
- Knowledge in Microsoft Office
- Have a keen eye for detail and good organizational skills
- Interested in educational publishing

2. Editorial Assistant (Intern) (ELT / English)

Responsibilities:

- Assist editorial team with administrative and editorial duties
- Provide editorial support such as data entry, fact checking, compile word files, proof-reading, audio and e-books checking, etc
- Support in print or eLearning products

Requirements:

- Undergraduate student major in Education, English, Translation or other related disciplines
- Interested in educational publishing and editorial field, with relevant teaching or editorial experience would be an advantage
- Knowledge in MS Office

3. Human Resources Assistant (Intern)

Responsibilities:

- Provide clerical support to Human Resources and Admin. Department e.g. general recruitment administration, report compilation, documents filing and etc.
- Perform other duties as assigned by supervisor

Requirement:

- Undergraduate student in Human Resources Management or other related disciplines
- Demonstrate genuine interest in working with people
- Good team player with positive working attitude
- Self-motivated, willing to learn, hard-working and good sense of responsibility
- Good command in both spoken and written English and Chinese
- Proficient in MS office

◇ **Working hours:** Monday to Friday, 8:30a.m. - 5:30p.m.

◇ **Working Locations:** Tsuen Wan

B. Graduate Positions

1. 編輯 (中文/英文/數學/常識科)

職責:

- 編輯紙本及電子教材，搜集相關出版物的內容或資料
- 校對手稿及排版稿，以確保內容準確及語文質素
- 預備設計、美術圖片及相片初稿

職位要求:

- 大學程度修讀中國語文，英文，數學，翻譯或相關學科
- 對設計教材及文字工作感興趣，具教學或編輯經驗者更佳
- 良好中英文寫作能力
- 具良好組織及溝通能力，能獨立處理工作
- 富創意、細心及有責任感



Pan Lloyds Publishers Limited

(A member of Popular Holdings Limited)

We are a dynamic and innovative publisher specializing in providing high-quality supplementary books to pre-school, primary and secondary levels.

To cope with our business growth, we are now seeking for individual of high caliber to join our professional team.

A. Internship Positions (Program Period: Mid May / June – End of August 2018)

1. Editorial Assistant (Intern) (Chinese)

Responsibilities

- Assist in translating, editing and proofreading teaching materials etc
- Support daily administrative duties, e.g. data entry, compile word files
- Assist to perform ad hoc tasks

Requirements:

- Undergraduate student major in translation or Chinese Language
- High proficiency in written Chinese
- Knowledge in Microsoft Office
- Have a keen eye for detail and good organizational skills
- Interested in educational publishing and editorial field

2. Editorial Assistant (Intern) (English)

Responsibilities:

- Assist editorial team with administrative and editorial duties
- Provide editorial support such as data entry, fact checking, compile word files, proof-reading, audio and e-books checking, etc
- Support in print or eLearning products

Requirements:

- Undergraduate student major in Education, English, Translation or other related disciplines
- Interested in educational publishing and editorial field, with relevant

teaching or editorial experience would be an advantage

- Knowledge in MS Office

3. Marketing Executive (Intern)

Responsibilities:

- Support for HK Bookfair implementations
- Conduct market research and competitor analysis
- Assist website development and enhancement
- Responsible for data cleaning and membership applications
- Support for ad hoc duties as assigned

Requirements:

- Undergraduate in Marketing, e-commerce, new media technology or related disciplines
- Positive attitude, strong team spirit and self-motivated
- Good command in written and spoken English and Chinese

◇ **Working hours:** Monday to Friday, 8:30a.m. - 5:30p.m.

◇ **Working Locations:** Tsuen Wan

B. Graduate Positions

1. 編輯 (中文/英文/數學)

職責:

- 編輯紙本及電子教材，搜集相關出版物的內容或資料
- 校對手稿及排版稿，以確保內容準確及語文質素
- 預備設計、美術圖片及相片初稿

職位要求:

- 大學程度修讀中國語文，英文，數學，翻譯或相關學科
- 對設計教材及文字工作感興趣，具教學或編輯經驗者更佳
- 良好中英文寫作能力
- 具良好組織及溝通能力，能獨立處理工作
- 富創意、細心及有責任感



Popular e-Learning (H.K.) Limited

(A member of Popular Holdings Limited)

We are a dynamic and innovative educational e-learning provider specialized in offering a comprehensive IT-based learning program for schools. To cope with our expansion, we are now seeking for individual of high caliber to join us and we have the following vacancy:

A. Internship Positions (Program Period: Mid May / June – End of August 2018)

1. Project Assistant (Intern)

Responsibilities:

- Assist in e-learning project development
- Participate in quality assurance on e-resources

Requirements:

- Undergraduate student major in Chinese, English, Translation or related disciplines
- Good command of written and spoken English and Chinese
- Familiar with InDesign / Photoshop is a plus
- Positive attitude, self-motivated, strong team spirit
- Strong organizational skills and detail oriented

✧ **Working hours:** Monday to Friday, 8:30a.m. - 5:30p.m.

✧ **Working Locations:** Tsuen Wan



EduSmart Company Limited

(A member of Popular Holdings Limited)

EduSmart represents a new way to nurture our next generations. At EduSmart, we make learning Chinese, English and Mathematics fun and memorable. We believe in **“Happy Children, Happy Results”**! EduSmart learning centres spreading across the territories: (HK Island): North Point & Mid-level; (Kowloon): Hung Hom, West Kowloon, Lai Chi Kok & Lam Tin; (NT): Fo Tan, Ma On Shan, Tseung Kwan O & Yuen Long. EduSmart is part of Popular Holdings Limited which also owns Popular Book Company, Educational Publishing House, Limited and Pan Lloyds Publishers Limited.

If you are passionate about fun but effective learning and love to be around children, please join us! To cope with our rapid expansion, we are now inviting high caliber personnel to join our professional team.

A. Internship Positions (Program Period: Mid May / June – End of August 2018)

1. Summer Tutor

Responsibilities:

- Teach Chinese / English / Mathematics in a small group of children aged 3-12
- Perform centre administrative work, mark and record the homework and prepare teaching materials to ensure the smoothness of class
- Report to Centre Manager daily and communicate with students and parents regularly

Requirements:

- Degree Holder or above, majoring in Chinese Language, English, Mathematics or Education would be an advantage
- Good academic results in HKCEE & HKALE or DSE
- Love children and passionate about teaching and dedicated to educational field
- Self-motivated, eager to learn, flexible with positive attitude
- Willing to work during weekends

2. Summer Centre Assistant

Responsibilities:

- Assist to provide administrative support to centre operations

- Prepare teaching materials
- Handle enquiries at counter
- Coordinate with internal and external parties to ensure smooth centre operation

Requirements:

- Associate Degree Holder or above
 - Love children and dedicated to educational field
 - Self-motivated, patience, friendly and resilience
 - Good team player with positive mindset and well-organized
 - Willing to work during weekends
- ✧ **Working hours:** Monday to Saturday (45 work hours per week)
- ✧ **Working Locations:** Hung Hom, West Kowloon, Lai Chi Kok, Lam Tin, Fo Tan, Ma On Shan, Tseung Kwan O, Yuen Long, North Point and Mid-level

B. Graduate Positions

1. Management Trainee Program 2018 (Application deadline: 31 March 2018)

Program Overview:

The Program is dedicated to any elite youngsters to shape up through a range of accredited intensive learning curriculum, job rotation, special assignments, bespoke career guidance and real-life challenges.

Our Management Trainee Program is 18 months in duration, which covers all-round learning experience in three main dimensions:

- Centre Operation
- Marketing
- Curriculum Development

Management Trainee with above average assessment can choose the career path based on their preferences and strengths in EduSmart!

Program period:

- June 2018 - Dec 2019

What you will benefit from the Program:

- Diversified exposure, knowledge and hands-on experience;
- Unleash your potential and develop expertise in specific functions;

- Better understand the strengths, career aspirations and build internal networks through exposure during the attachment

Requirements:

- Degree holder, final year students or recent graduates. Those with teaching or tutorial experience would be an advantage
- Passionate in building a career in the educational industry
- Enjoy working with kids
- Excellent command of English and Chinese
- Versatile and with good interpersonal skills
- Strong business acumen with good analytical thinking
- A drive to succeed and courage to challenge the status quo
- Presentable, self-motivated with confidence and maturity

Management Trainees' Benefits:

- Medical insurance (Clinical + hospitalization)
- 12 Paid annual leave
- Examination leave
- Education sponsorship
- Corporate training & recreational activities
- Friendly and energetic working environment
- Great career progression opportunity
- Staff purchasing discounts
- Centre performance bonus upon the completion of 12th month of employment service

2. Centre Tutor (Chinese / English / Mathematics)

Responsibilities:

- Create a fun learning environment with Centre Manager
- Teach Chinese / English / Mathematics in a small group of children (aged 3 - 12 years old)
- Update curriculum/lesson plan and prepare related teaching materials
- Liaise with parents to provide best learning solutions so that students motivated to learn
- Recruit students through implementing various marketing activities

Requirements:

- Degree Holder, majoring in English, Chinese, Mathematics or Education

- Good academic results in HKCEE & HKALE or DSE
- With teaching / tutoring experience in the field of education or learning centre will be an advantage
- Strong passion about teaching and developing young learners
- Pleasant, patient and likable personality
- Self-motivated, trustworthy, flexible with positive attitude
- Good communication skill and love communicating with kids
- Willing to work during weekends

C. Part-time Positions

1. Part-time Tutor (Chinese / English / Mathematics)

Responsibilities:

- Teach Chinese / English / Mathematics in a small group of children aged 3-12
- Perform centre administrative work, mark and record the homework and prepare teaching materials to ensure the smoothness of class
- Report to Centre Manager daily and communicate with students and parents regularly

Requirements:

- Degree Holder or above, majoring in Chinese, English, Mathematics, Languages and Linguistics or Education would be an advantage
- Good academic results in HKCEE & HKALE or DSE
- With teaching / tutoring experience in the field of education or learning centre is a advantage
- Strong passion about teaching and developing young learners
- Pleasant, patient and likable personality
- Self-motivated, trustworthy, flexible with positive attitude
- Willing to work during weekends

Working Hours:

- 1 - 3 days / week, Opening hours: 9:30 am to 6:30 pm or 10:00 a.m. to 7:00 p.m., Monday to Sunday

Work Location:

- Hung Hom, West Kowloon, Lai Chi Kok, Lam Tin, Fo Tan, Ma On Shan, Tseung Kwan O, Yuen Long, North Point and Mid-level

Application Details

Interested parties please apply with your full resume stating present, expected salary, academic results and your availability to:

Educational Publishing House Ltd., Pan Lloyds Publishers Limited & Popular e-Learning (H.K.) Limited: recruit@popularworld.com.

EduSmart Company Limited: hr03@popularworld.com.

You are welcome to visit our company and group website to know more about us:
www.popularworld.com

Personal data provided by job applicants will be kept strictly confidential and used for employment related purpose. Only short-listed candidates will be contacted.