

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

The successful candidate will follow a 5-day work schedule and teach courses and private lessons in either **ESL / IBDP / SAT / IGCSE / English Literature** using our in-house designed course materials.

### Job Responsibilities

- Provide instruction and feedback for specific syllabi and exams
- Design customized lesson plans for students following course outlines
- Assist supervisors in carrying out materials development projects
- Keep record of and provide feedback on students' learning progress
- Participate in workshops and training for professional development
- Prepare progress reports and develop materials
- Handle ad hoc assignments as required
- Report to department heads and the management team

### Essential Qualities

- Bachelor's/ Master's degree or above in English or related field with strong academic background
- 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

### What We Offer

- 5-day work week and a friendly, multicultural work environment;
- Prime working location in the heart of Hong Kong;
- Comprehensive training and development program;
- Career advancement opportunities in a market leader with over 85 full time teachers and over 20 years in the industry;
- Bonus and gratuity schemes, qualifying after 3 months' probation;
- Medical benefits and monthly sponsorship of staff well-being activities;
- Work Visa sponsorship (Including dependent visa for spouse);
- Relocation allowance for overseas candidates including temporary housing for new staff from overseas while finding long-term rental housing;
- Attractive remuneration package to match work experience and educational background.

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

## **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



Main Campus  
3/F - 5/F & 7/F (Front office), Lee Garden Five, 18 Hysan Avenue, Causeway Bay, Hong Kong  
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Kowloon Campus  
2/F, The Avery, 16 Hau Wong Road, Kowloon City, Hong Kong Tel: 852 2718 3000 Email: enquiry@ntk.edu.hk

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## Teacher of Chinese

德勤教育中心是東南亞區據領導地位的教育服務機構。我們提供涵蓋 IB, AP, I/GCSE, GCE-A LEVEL, SAT, 託福, 雅思, 統一入學考試及香港本地制等眾多考試體系的不同課程。現誠意徵聘下列職位:

### 中文全職教師

- 持有中國語言文學, 漢語教學或相關學位
- 有意於教育機構作長遠發展
- 普通話達母語程度
- 具中文教學經驗者優先考慮

### 受聘者的職責

- 根據各種不同的國際中文課程授課
- 設計新課程、制訂課堂大綱
- 執行其他非教學工作, 如撰寫學生進度報告, 編訂教材

參與其他與學術有關的項目, 如學術講座

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## Customer Relationship Officer

### 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

### What We Offer

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. The School offers a friendly and multi-national working environment.

Salary is commensurate with qualification and experience.

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## **Officer / Senior Officer (Marketing)**

We are looking for an Officer for our Marketing team to provide marketing and media campaigns in order to increase brand awareness and assist in business development of the School.

### **Job Responsibilities:**

- Plan and deliver marketing campaigns and events such as seminars in regular basis
- Craft promotional messages or marketing content for marketing collaterals such as brochures, posters, print ads, videos, presentations, social media and direct mail, in both English and Chinese
- Identify and liaise with potential business partners to explore marketing opportunities
- Develop all media campaigns and review the effectiveness of digital activities based on digital budget
- Collect and analyse marketing intelligence and provide solutions to drive business based on digital marketing trends

### **Job Requirements:**

- University graduate in Marketing, Communication, Translation or related disciplines are preferred
- Minimum 3 years of working experience in marketing, copywriting or public relations
- Good understanding of digital marketing and Google analytics
- Knowledge in social media platform in China is an advantage
- Independent, self-motivated, proactive and energetic team player
- Mature with excellent communication skills
- Strong proficiency in both written and spoken English and Chinese
- Proficiency in MS Office including Excel, Word and Chinese word processing
- Able to use Photoshop and Illustrator is an advantage

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## **Education Consultant**

We are looking for a high caliber Education Consultant with relevant qualifications to support the growth of our Education Consulting Business. Apart from consultation, you will also give lessons in various international curricula and exam preparation. If you are passionate about education consulting and teaching and would like to work in a company with a diverse culture and opportunities for advancement, this is the opening you have been looking for.

### **Role Objective**

- Provide academic consulting and advice on universities (mainly US college and boarding schools) to our clients, including parents and students;
- Work together with other academic teams and provide positive feedback to drive the school's performance;
- Perform teaching duties;
- Ensure smooth communication between the team and other departments.

### **Duties and Responsibilities**

- Provide college admission consultation sessions to students and parents;
- Assist the team head in monitoring and driving the consultation business which includes, but is not limited to, presenting at regular seminars, creating tailor-made plans for University applications, conducting private consultations and Q&A sessions, etc.;
- Conduct research on the admissions requirements and application procedures of US colleges, and develop courses to fit the needs of students;
- Understand the relevant changes to each of the curricula and standardized tests;
- To deliver quality teaching to students according to their educational needs and abilities;
- Recruit students and manage parent relations;
- Provide feedback on improvements based on deliverables received and comments from clients;
- Assist in preparing yearly development plans for the department.



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### Requirements:

- Bachelor's degree or above from a top tier university;
- Sound knowledge and experience in international admission requirements;
- Passion in academia and services;
- Eager to help students succeed in their educational goals;
- Good communication/interpersonal skills in both speaking and writing;
- Understands the seasonal demands of an academic calendar;
- Strong organization skills and able to work both independently and as a team;
- Able to work under pressure and tight deadlines.

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