

A. Internship Positions (Program Period: Mid May – End of August 2019)

1. Editorial Assistant (Intern) (Chinese/English/Maths/General Studies/Early Childhood Education)

Responsibilities

- Provide editorial support such as edit, proofread and translate contents for print and electronic materials, e-books checking, compile word files, audio, etc
- Provide administrative duties to editorial team

Requirements:

- Undergraduate student major in Chinese / English Language / Translation / Mathematics / Science / Early Childhood Education / Education or related disciplines
- Interested in educational publishing and editorial duties, with relevant teaching or editorial experience will be preferred
- Knowledge in Microsoft Office
- Have a keen eye for detail and good organizational skills

2. Research and Training Assistant (Intern)

Responsibilities

- Prepare and edit various teaching and learning materials, especially in English, General Studies and STEM education
- Assist in school-based workshops and other events
- Undertake special projects and ad hoc assignments as required

Requirements:

- Undergraduate student major in English / Science/ General Studies or related disciplines
- With relevant teaching experience is preferable
- Familiar with local school curriculum is an advantage
- Good command of written and spoken in both English & Chinese
- Strong presentation and communication skills
- Attentive to details

3. Assistant Multimedia Technician (Intern)

Responsibilities:

- Editing and shooting short video
- Sound Recording in audio studio
- Assist in work of video production

Requirement:

- Undergraduate in Multimedia / Video Production / Visual Effects
- Good knowledge in Adobe Premiere pro and After Effects, Photoshop and Illustrator, Pro tools etc.

4. Marketing Assistant (Intern)

Responsibilities:

- Support for HK Bookfair implementations
- Conduct market research and competitor analysis
- Assist in website development and enhancement
- Perform data cleaning and applications for membership

Requirements:

- Undergraduate in Marketing, E-commerce, Media, Creative writing or related fields
- Skills in using Excel & Movie Maker
- Knowledge of online marketing, social media marketing and database website management are preferable, but not a must
- Positive attitude, team spirit, self-motivated and mature
- Good command in written and spoken English and Chinese

5. Project Assistant (Intern)

Responsibilities:

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

Requirements:

- Undergraduate student major in IT, Science and Web Technology, Education or related
- Interested in educational e-learning products and technology
- Good communication skills
- Familiarity with InDesign / Photoshop is a plus
- Systematic / Strong organizing skills and detail oriented
- Positive attitude, team spirit, self-motivated and mature

6. Finance Assistant (Intern)

Responsibilities:

- Conduct industry research to identify for improvement
- Assist finance team to build up good documentation

Requirements:

- Undergraduate in BBA / Finance / Accountancy

7. 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, English, Math, Translation, Linguistics and Education or related discipline
- Teaching experience and familiarity with local primary local curriculum is an advantage
- Good command of written and spoken English & Chinese
- Strong presentation and communication skills
- Attentive to details and able to work under pressure

B. Graduate Positions

1. Assistant Editor (Full Time) (Chinese/English/Maths/General Studies/ Early Childhood Education)

Responsibilities:

- Assist in editing, proofreading and translating in both print and electronic materials
- Liaise with designer and writer to ensure timely production of assigned titles
- Conduct market research to monitor existing or initiate new projects

Requirement:

- Bachelor or above major in Chinese / English Language / Translation / Mathematics / Science / Early Childhood Education / Education or related disciplines
- Interested in educational publishing and editorial duties, with relevant

teaching or editorial experience will be preferred

- High proficiency in written Chinese / English
- Knowledge in Microsoft Office
- Have a keen eye for detail and good organizational skills

2. Project Assistant (Full time) (elearning)

Responsibilities:

- Assist in manage and monitor project planning, cost control and project status
- Coordinate with relevant parties to ensure system requirement implementation and system change request are carried out properly on a timely basis
- Draft regular progress report and UAT status report

Requirements:

- Tertiary education or above preferably in IT discipline
- Knowledge in system development and design is preferred
- Familiar with the development cycle of multimedia project and online system project at database administration and online programming environment
- Highly creative mindset, merging ideas from different sources to produce new ideas that benefit e-products development
- Knowledge on HTML5, PHP and SQL are advantage

3. Management Trainee Program 2019

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:

- Operation (Frontline)
- Operation (Back Office)
- Marketing
- Curriculum Development

Management Trainee with above average assessment can build up their career path in EduSmart based on their preferences and strengths

Program period:

- June 2019 - Dec 2020

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 education 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

4. 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

Application Details

Interested parties please apply with your full resume stating present, expected salary, academic results and your availability to: recruit@popularworld.com

Application timeline:



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.