

Cana Elite is a leading education centre in Hong Kong. Cana was founded by graduates from Cambridge University, MIT and University of Toronto. We believe in providing quality education to the local Hong Kong community and we have strong commitment in social services.

CANA Elite provides quality international education to the Hong Kong community. We offer academic tuition, admissions consultation, enrichment programs, and publication to prepare students for an international education. We have a high quality teaching and admin team from a diverse background and we offer comprehensive training and excellent career development opportunities for them. You are welcome to visit our website to know more about us:www.canaelite.com.

We are currently looking for enthusiastic individuals who are passionate about quality education to join our rapidly growing teaching team. The tutor will provide individualized and small group lessons to students preparing to write the GCSE, GCE A-level and IB Exams. We see tutors as our partners and cornerstone of the centre and therefore we do invest to grow our tutors.

We are looking for:

- Tutors (various subjects)
- Admission Consultants
- Customer Service Officers
- Marketing Officers
- Interns

Job Responsibilities (Tutors):

- Provide individualized and small group lessons to students preparing to take the IB, GCSE, GCE A-level, SAT, ACT and AP Exams.
- Mark and evaluate students' performance and device study plan to motivate and assist students in their study.
- Assist in publishing study guides and workbooks.
- Prepare notes and lesson plans for courses
- Prepare notes, handouts, exercise and assessment for students.

Requirements (Tutor):

- Bachelor's or Master's degree with a minimum 3.0 GPA
- Academic background in related subjects
- 80th percentile score on the IB, GCE, HKAL, SAT or an equivalent examination
- be enthusiastic and dynamic
- have excellent communication skill
- previous teaching experience is a definite asset
- previous experience in taking the SAT/ACT/AP/IB/GCE/GCSE exams is a definite asset.

Job Responsibilities (Admission Consultants):

- Conduct university consultation meetings with parents and students
- Research into UK/US schools and make recommendations on school selection
- Essay writing coaching
- All other logistics related to the university admissions project

Requirements (Admission Consultants):

- Graduated with an undergraduate degree in top-tier UK/US university
- Be enthusiastic and dynamic
- Have excellent communication skills
- Excellent academic credentials is a plus
- Previous consulting or teaching experience is a plus
- Previous experience in taking the SAT/ACT/AP/IB/GCE/GCSE exams is a definite asset

Job Responsibilities (Customer Service Officers):

- Provide professional and comprehensive customer service aiming to establish and retain relationships with students/parents
- Interact and work directly with parents and students via smooth handling of walk-in/telephone/email inquiries and lesson booking
- Build up and maintain close relationship with customers so as to ensure education and service quality
- Ensure the smooth running of day-to-day operation of the centre

Requirements (Customer Service Officers):

- University graduate with excellent communication and interpersonal skills
- Previous experience in customer service and hospitality is a definite advantage
- Able to work in a multi-cultural environment
- Good command of speaking in English and Cantonese, Mandarin is a plus
- Attention to detail and good problem solving skills
- Competent computer skills

Salary rate and Benefits

As a full time staff, you will enjoy the following benefits:

- Very competitive salary
- Discretionary bonus
- Paid annual leave, sick leave, maternity leave, marriage leave and paternity leave
- Overtime payment
- Comprehensive group medical insurance, including outpatient, hospitalization, specialist, Chinese herbalist and dental services
- Promotion opportunities
- Team building activities
- Sports morning

Working location:

Sheung Wan Branch

Address: 201, 203-205, 135 Bonham Strand Trade Centre, 135 Bonham Strand, Sheung Wan.

Shatin Branch

Address: Unit H, 6/F, Kings Wing Plaza I, 3 On Kwan Street, Shek Mun (MTR Exit C), N.T.

Application Procedures:

Interested parties please email cover letter and CV stating your public exam results to hr@canaelite.com.

Application Procedures:

Interested parties please fill the online application form on our website <http://www.canaelite.com/content/employment-application>

Please specify the job position you are applying in the email subject. Name your email subject as follows: e.g. "Application for Full-time IB/GCE Mathematics Tutor"

(All information provided by applicants will be kept confidential, and only for recruitment purposes.)