



**NTK Academic Group** EST. 1996  
NTK Learning Center • NTK Educational Consulting • NTK Publishing



**A WORLD OF OPPORTUNITY IS WAITING FOR YOU**

### **Teacher of Mathematics/Biology/Physics/Chemistry/General Science/Economics**

We are looking for qualified teachers to join our teaching team. The position holder will teach various international curricula and levels according to in-house customized or designated course outlines. Opportunities to participate in curriculum development are available and communication with parents regarding students' learning development is required. For professional development, the position holder will participate in workshops and be observed for teaching practices.

#### **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 other non-teaching duties such as preparing progress reports, developing and organizing teaching materials
- Communicate with parents regarding students' learning development
- Assist supervisors in carrying out academic-related projects
- Report to department heads and the management team
- Participate in other academic-related matters such as academic seminars

#### **Essential Qualities**

- A Bachelor's degree or above in the respective subject
- Possess passions to teach, especially multi-cultural students' background
- Confident and enthusiastic individuals with teaching experience
- Commit to teaching and students' learning development
- Responsible, diligent, organized and open-minded towards learning
- Able to work independently as well as in teams in a positive and cooperative manner
- Able to work in an international and multi-cultural environment
- Familiarity with international tests and syllabuses an advantage
- Fluent in English; native English speaker an advantage
- Fresh graduate with passion in teaching is welcomed
- Application with more experience may be considered for the position of Senior Teacher.

**Working Location**

- Causeway Bay or Kowloon City Area

**What We Offer**

An attractive remuneration package, 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 will commensurate with qualification 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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### **Teacher of English (IB/ US Test Preparation/English Literature)/ History**

We are looking for qualified teachers to join our English Team. Position holder will teach English/English Literature in various international curriculum and levels according to in-house designed customized or designated course outlines. Opportunities to participate in strategic curriculum development are available and frequent communications about student learning development via various mediums will be required. For professional development, the position holder will participate in workshops and be observed for teaching practices.

Working visa sponsorship would be offered to successful candidates.

#### **Job Responsibilities**

- Provide instruction and feedback in the relevant subject for specific exam and curricula lessons
- Design customized lesson plans for students following course outlines
- Execute non-teaching duties such as preparing progress reports and building resources
- Communicate with parents regarding students' learning development
- Assist supervisors in carrying out curriculum development projects
- Report to department heads and the management team
- Participate in workshops and observed teaching practices for professional development
- Handle ad hoc assignments as required

#### **Essential Qualities**

- Native English speaker
- Bachelor's degree or above in English, English Literature, History, Humanities, Education or related field
- Knowledge of and experience teaching international curricula
- Internationally recognized teaching qualification an advantage
- Commitment to quality education
- Relevant full-time teaching experience
- Excellent team player and individual member who is highly motivated and with integrity

- Knowledge of secondary and university entrance exams an advantage
- Immediate availability preferred

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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

### 薪酬及福利

薪酬視受聘者資歷與經驗而定。

(申請人所提供的資料將予保密及只作招聘有關職位用途)



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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
- Handle ad hoc assignments and various administrative duties as required

### **Essential Qualities**

- Bachelor degree or above in any discipline
- 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
- Good IT proficiency. Knowledge in MS Excel Spreadsheet an advantage

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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**

- Diploma holder or above
- Minimum 1 year customer service experience, preferably in the education industry
- Good command of spoken and written English and Chinese; Mandarin an advantage
- 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 able to work in a shift environment
- Fresh graduate will also be considered

### **Working Location**

- Causeway Bay or Kowloon City Area

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## **Human Resources Officer**

**NTK Academic Group Limited**

Causeway Bay

25-Nov-16

### **Job Responsibilities:**

- Provide administrative support to the HR operations & HRIS
- Manage the HR documentation and on boarding logistics
- Manage the leaver logistics activities
- Manage the probation confirmation activities
- Assist end-to-end recruitment process from interview to offer stage and beyond
- Partner with line managers to assess hiring needs and deliver appropriate talent sourcing solutions
- Enhance employer branding through participation in careers fairs and campus recruitment activities
- Prepare relevant HR reports for management review and to handle various ad-hoc projects

### **Essential Qualities**

- Degree holder, prefer with at least 2 years of human resources experience
- Flexible, dynamic and result-oriented
- Detail-minded, well-organized with a “can-do” attitude
- Demonstrated ability to perform well in a fast-paced environment
- Good command of written and spoken English and Chinese

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