



*ETS
Preferred
Associate™*

Smart Education Co. Ltd.

Recruitment

We are looking for:

- 1. Sales and Marketing Executives**
- 2. Customer Services Officers**
- 3. Programmers**
- 4. Proctors (Part time)**
- 5. Test Administrators (Part time)**

All information provided will be treated in strict confidence and used solely for recruitment purposes. To apply, please send your CV to ***jobs@toeic.com.hk***



Smart Education Co Ltd

Smart Education Co. Ltd. is the leading provider of high quality and innovative e-learning solutions in Greater China. We are serving over 600 primary and secondary schools, and higher education institutions in Hong Kong and Macao with our English, Chinese and Mathematics e-learning programmes. We are also working with many schools in Hong Kong to develop curriculum-based e-learning resources and transform the traditional classrooms into digital classrooms. In addition, Smart Education is the master distributor of mimio interactive teaching technologies in Hong Kong and Macao.

In addition, Smart Education has successfully helped many secondary schools to develop holistic school plans, secure funding from EDB's English Enhancement Scheme, Quality Education Fund, and co-developed many school-based e-learning packs since 2007.

Since July 2011, Smart Education has become Educational Testing Service's (ETS) official representative of the TOEIC Tests in Hong Kong and Macao. TOEIC is the Test of English for International Communication, and the global standard for workplace English-language assessment. TOEIC is being used by over 14,000 organizations in 150 countries. Over 7 million tests were administered in 2012. Furthermore, Smart Education has also become the official representative of TOEFL Junior and TOEFL Primary tests in Hong Kong and Macao, and TOEIC and TOEFL ITP tests in southern China respectively.

Smart Education also works with world-renowned publishers, technology and educational leaders such as mimio, Cambridge University Press, Singapore Asian Publications, Cengage Learning, and Macmillan Education to provide a wide range of educational programmes that meet the needs of students, parents and teachers.

Smart Education Charitable Foundation was established in 2009 as a registered charitable organization to organize and sponsor various charitable events and programmes which are beneficial to the community.

Smart Education has set up the South China office in Guangzhou to manage examination assessments and marketing projects in various regions. If you wish to help employees and students to improve their English proficiency and enhance their international competitiveness, Smart Education invites you to join our team!



Smart Education Co Ltd

Sales & Marketing Executives

Job Duties	<ol style="list-style-type: none">1) Assist Sales & Marketing Department in designing and implementing a range of marketing and promotional campaigns2) Contact academic institutes, training institutions and enterprises actively3) Plan marketing and promotional campaigns, complete company's standard of appraisal4) Collaborate and communicate with other departments, ensure the smooth running of business5) Have the chance to receive training in the Hong Kong headquarter and work overseas
Qualifications	<ol style="list-style-type: none">1) Degree holder2) Confident, outgoing, passionate, ability to handle interpersonal issue and work in a team environment and under pressure3) Aggressive, responsible, with a sense of excellent service4) Prior experience in sales is a definite plus5) Good command of written and spoken English6) Knowledge of Japanese or Korean is preferred7) TOEIC score of 500 or above is preferred8) Ability to acknowledge and respect the corporate culture of Smart Education, with good work ethics and work together as a team towards our common goals

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Customer Service Officers

Job Duties	<ol style="list-style-type: none">1) Answer and handling the feedback of clients towards products and service through phones, email or online platforms2) Handle the issues of tests and administration3) Manage data entry for clients, set up client profiles and conduct the research on tracking and analysis of client satisfaction level4) Collaborate and communicate with other departments, ensure the smooth running of business5) Have training in the Hong Kong headquarter and exchange overseas
Qualifications	<ol style="list-style-type: none">1) Degree holder2) Excellent communication skills3) Passionate, patient, responsible, aggressive and with a sense of excellent service4) Proficient in MS Office5) Good command of written and spoken English6) Knowledge of Japanese or Korean is preferred7) TOEIC score of 500 or above is preferred8) Ability to acknowledge and respect the corporate culture of Smart Education, with good work ethics and work together as a team towards our common goals

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Programmers

Job Duties	<ol style="list-style-type: none">1) Develop and maintain various e-learning programs2) Use the latest technology to develop e-learning resources that meet the needs of students, teachers and parents in Hong Kong, Macao and China
Qualifications	<ol style="list-style-type: none">1) Strong verbal communication skills2) Ability to work in a team environment and under pressure3) Must have strong experience in .NET (C#.NET) and MS SQL programming4) Experience with Web2.0 tools (jQuery, Ajax) a definite plus5) Candidates with less experience will be considered for the Technical Support positions6) TOEIC score of 500 or above is preferred7) Ability to acknowledge and respect the corporate culture of Smart Education, with good work ethics and work together as a team towards our common goals

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Proctors (Part time)

Job Duties	<ol style="list-style-type: none">1) Familiar with the TOEIC and TOEFL test procedures & the Test Administration Manual2) Reliable and capable of attending to details3) familiar with the TOEIC and TOEFL Background Questionnaire4) Able to respond to questions regarding the TOEIC and TOEFL Background Questionnaire5) Mature and capable of handling groups of test takers in an effective and friendly manner
Qualifications	<ol style="list-style-type: none">1) Strong verbal communication and negotiation skills.2) Ability to work in a team environment and under pressure3) Critical thinking and collaboration skills will also be important4) Prior experience in the education industry a definite plus5) TOEIC score of 750 or above is preferred6) Ability to acknowledge and respect the corporate culture of Smart Education, with good work ethics and work together as a team towards our common goals

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Test Administrators (Part time)

Job Duties	<ol style="list-style-type: none">1) Post directional signs2) Check examinees' identification documents3) Distribute test materials to each examinee4) Walk around the testing room frequently to guard against misconduct5) Collect test materials at the end of the test Administration
Qualifications	<ol style="list-style-type: none">1) Strong verbal communication and negotiation skills.2) Ability to work in a team environment and under pressure3) Critical thinking and collaboration skills will also be important4) Prior experience in the education industry a definite plus5) TOEIC score of 700 or above is preferred6) Ability to acknowledge and respect the corporate culture of Smart Education, with good work ethics and work together as a team towards our common goals

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