

CLASSROOM Editor - Maths/Chinese/English

Level: PreSchool/Primary/ Secondary

Editorial, eLearning Publishing, Courses Development and Teaching duties

Responsibilities:

- Participation in editorial projects for publications, learning materials and teaching small classes at CLASSROOM Centre
- Drafting, editing and quality checking scripts of all publication projects and learning material with consideration of students' appropriate level.
- Research and develop printed, digital publishing and eLearning projects.
- Impart the best knowledge of your chosen subject to the level of preschool / primary / secondary students.
- Motivate learning through interactive learning activities and teaching methods.

Requirements:

- University graduate or above with teaching or tutoring experience
- Able to improvise teaching materials accordingly
- Able to handle digital and printed teaching aids
- Holders of teaching qualifications are preferred
- Good command of written and spoken English and Chinese
- Patient, hard working and good communication skill
- Energetic, enthusiastic and passionate about education
- Familiar with Hong Kong Primary / Secondary curriculum

For qualified candidates, please email your detailed resume with expected salary to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon, HK. By fax to 3187 4876 or by email to recruit@classroom.com.hk. Please state the Level (Preschool or Primary or Secondary) on email SUBJECT when applying.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.

Native English Teacher (Full Time/Part Time/Freelance)

Responsibilities:

- Teaching English programs (Phonics, Grammar, Integrated English, Creative Writing) under the center's curriculum structure
- Providing language and various educational training for children from 3 to 12 years old, English and non-English speaking students
- Setting syllabus, preparing materials and learning environment for the respective courses, based upon the ages and capabilities of students
- Working with in house system to assessing & reporting children's progress on a regular basis and liaise with parents

Requirements:

- Be a native speaker of English or English proficiency at native speaking level
- Pleasant, energetic, and passionate to improve kids' learning experience
- Responsible, energetic, creative, and love working with children
- A good team player with good inter-personal and communication skills
- University graduate or student, preferably in relevant discipline(s)
- TEFL/CELTA/TESOL qualified or early childhood/education/child psychology, or relevant courses
- Relevant working experience in early childhood/primary school teaching will be an advantage
- Basic computer software skills (MS Word, Pdf and PowerPoint) are required
- Required to work on Saturday, and/or Sunday
- Possess HKID or valid working visa (Full-time & Part-time) in Hong Kong

For qualified candidates, please email your detailed resume with expected salary to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon, HK. By fax to 3187 4876 or by email to recruit@classroom.com.hk.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.

Centre Administrator

Responsibilities:

- Excellent communication skills to build and maintain relationship with parents and students
- Event planning and management ability - promoting courses and events
- Liaising with tutors to ensure materials are ready for their teaching use
- Working together with Account Department to collect tuition fee, manage payroll, petty cash and other account related procedures, including adequate records of income and expenses
- Scheduling, forecast, set up and control budget expenses
- Maintaining the appropriateness of Centre's equipment and supplies

Requirements:

- Independent, Self-motivated, Patient & Responsible
- Relevant qualification in Business Management, School Administration, and Hospitality subjects
- Prefer candidate with management experience in a learning centre
- Excellent in spoken and written Chinese and English
- Familiar with computer applications, and social media

For qualified candidates, please email your detailed resume with expected salary to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon, HK. By fax to 3187 4876 or by email to recruit@classroom.com.hk.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.

CLASSROOM IT / STEM Tutors (Part-Time)

Real Learning, Real Difference, Real Results

Are you looking for a new challenge? Are you looking for an excellent opportunity to learn digital technologies and its applications to education from Kindergarten to Secondary School?

This is a fantastic opportunity to make a real difference! We are inviting you to join our CLASSROOM Digital Education Team as CLASSROOM Certified IT/STEM Tutors as we continue our journey to becoming an outstanding STEM Centre. CLASSROOM Centre provides positive learning environment for students to learn digital literacy and growth mindset, and empowering them with the curious mind to use digital technology available to make, create and innovate in real world.

The role will be delivering an engaging IT / STEM curriculum and requires all-round tutors who are caring, creative, and knowledgeable in their approach.

Requirements:

- University students, Vocational School students, Teachers
- Basic IT skills and extensive use of Computing Applications
- Enthusiasm to learn and teach a small group of students (Primary to Secondary students)
- Ability to build good relationships with the students
- Ability to build and manage a fantastic classroom atmosphere
- Commitment to allocated schedules

Interested candidates, please send us a completed application form and detailed resume with expected salary via email to recruit@classroom.com.hk.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.

Digital Publishing Designer

Classroom Publications Ltd

Responsibilities:

- Graphics, page layout making and corporate products design for educational publications and materials
- Coordinate with a team of local, mainland and contracted designers on projects to meet deadline with high quality outcome
- Work with the prepress team to ensure all the output files from designers meet printing requirement
- Handle design process and timeline to achieve quality, effectiveness and efficiency
- Develop creative concepts, website interface and design from scratch to project delivery

Requirements:

- Diploma or above in Graphic/ Web/ Multimedia Design, Creative Media, or other related disciplines
- At least 2 years or above relevant working experience in digital graphics and page layout design, packaging and products design/ desktop publishing for educational publications and materials
- Solid hand-on experience in In-Design, Illustrator and Photoshop
- Basic knowledge in HTML5, CSS, , JavaScript - for online application in advance
- Creative, proactive and positive attitude, capable of thinking in and out of the box, generating new ideas and solutions, detailed and mature
- Pay high attention to details
- Less experience will be considered as Junior Digital Designer

Qualified candidates please submit your portfolio files or url together with the detailed resume and expected salary to the Human Resource Manager by e-mail atrecruit@classroom.com.hk. For more information on the CLASSROOM, please visit www.classroom.com.hk/recruit

IT Officer/ Assistant IT Manager

Classroom Publications Ltd

Job duties

- Perform support and maintenance, hardware and software installation
- Network maintenance for offices in HK and China Web
- Database support for web applications
- Manage anti-virus, backup and security solutions (Kaspersky, Symantec and Cisco)
- Take the lead in implementing new projects with vendors and clients
- Assist in new platforms development Ad-hoc duties assigned by company

Requirement

- Higher diploma or above in IT or relating programmes
- Experience in system administration, Windows server and virtual server
- Knowledge in Linux and email administration is an advantage
- Experience in MSSQL and MySQL Knowledge of using Visual Studio with .Net is a plus
- Good sense of responsibilities and self motivation

Qualified candidates please apply with detailed resume with expected salary by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon OR by clicking the "Apply Now" below.

Detailed job responsibilities and requirements for the above position are available on <http://www.classroom.com.hk/recruit>.

Personal data collected would be treated with strict confidence and used for recruitment purposes only.

為配合本公司發展需要，現誠聘以下職位：

後製作及品質管控高級主任／副經理

職責：

- 跟進產品生產前後各項工序，包括：
 - 處理印刷前各項製作工序及時間表，協助控制製作成本開支
 - 檢測及確保所有付印項目版面規格必須符合相關要求
 - 參與跨部門內部小組聯絡工作，協助推動製作及付印工序流程運作暢順
 - 負責與供應商及印刷廠跟進報價、付印及來貨等工作
 - 整理各項製作及付印項目的資料庫

要求：

- 中五或以上程度，並於職業訓練局(VTC)、香港專業教育學院(IVE)或僱員再培訓局(ERB)修畢政府認可之印刷包裝課程
- 具責任心、細心及謹慎
- 2年或以上相關工作經驗，經驗不足者可考慮為後製作及品質管控員
- 良好溝通能力，主動，並可於壓力下工作
- 熟習 Microsoft Office Word, Excel 操作及中文輸入法

本公司提供優厚福利：五天工作 ● 有薪年假 ● 銀行假期 ● 在職培訓 ● 醫療津貼.....等

有意請將應徵信、履歷（註明申請職位）及要求待遇電郵至 recruit@classroom.com.hk；或傳真至 **3187 4876** 行政及人力資源部。

如欲了解職位空缺詳細資料，歡迎瀏覽本公司網站 <http://www.classroom.com.hk/recruit>。

* 申請人所提供的資料，只會作招聘用途 *