

CLASSROOM Editor - Maths/Chinese/English

Level: PreSchool/Primary/ Secondary

Responsibilities:

- Participation in main job areas of:
 - Editorial work for publications and learning materials
 - Preparatory involvement in eLearning development.
- Impart the best knowledge of your chosen subject to the level of preschool / primary / secondary students.
- Drafting, editing and quality checking scripts of all publication projects and learning material with consideration of students' appropriate level.
- Research and develop publishing and eLearning projects.

Requirements:

- University graduate or above with teaching or tutoring experience
- Able to improvise teaching materials accordingly
- 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.

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 at recruit@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 Email to recruit@classroom.com.hk.

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

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為配合本公司發展需要，現誠聘以下職位：

後製作及品質管控副經理 (Assistant Production Control Manager)

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
- 5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高級主任
- 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