

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## CLASSROOM Chinese Educators (Editing + Tutoring + eLearning)

---

---

Level: Preschool / Primary / Secondary

### **Responsibilities:**

- Participation in main job areas of:
  - Editorial work for publications and learning materials
  - Tutorial delivery for CLASSROOM Centre courses, and
  - 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.
- Handle a small tutorial group, motivate learning through interactive learning activities and teaching methods and evaluate students' performance.
- Research and develop eLearning projects.

### **Requirements:**

- University graduate or above, preferably major in Chinese / English / Mathematics / Education.
- Editorial experience in educational publishing OR at least 2 years teaching experience in local primary/ secondary schools, and familiar with Hong Kong Primary / Secondary curriculum is a must.
- Holders of teaching qualifications or registered teacher in HK primary or secondary ordinary schools are highly preferred.
- Able to improvise digital and printed teaching materials accordingly based on directions and schedule set.
- Maintain a high standard of work with good time management.
- Excellent communication skill, problem solving skill, detail-minded and multi-tasking.

*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

**Note:**

1. *Please state your position applying, including level (Preschool / Primary / Secondary), and the job reference no. on email SUBJECT when applying.*
2. *Detailed job responsibilities and requirements for the above position are available*  
<http://www.classroom.com.hk/recruit>.

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## **CLASSROOM English Educators (Editing + Tutoring + eLearning)**

---

---

Level: Preschool / Primary / Secondary

### **Responsibilities:**

- Participation in main job areas of:
  - Editorial work for publications and learning materials
  - Tutorial delivery for CLASSROOM Centre courses, and
  - 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.
- Handle a small tutorial group, motivate learning through interactive learning activities and teaching methods and evaluate students' performance.
- Research and develop eLearning projects.

### **Requirements:**

- University graduate or above, preferably major in Chinese / English / Mathematics / Education.
- Editorial experience in educational publishing OR at least 2 years teaching experience in local primary/ secondary schools, and familiar with Hong Kong Primary / Secondary curriculum is a must.
- Holders of teaching qualifications or registered teacher in HK primary or secondary ordinary schools are highly preferred.
- Able to improvise digital and printed teaching materials accordingly based on directions and schedule set.
- Maintain a high standard of work with good time management.
- Excellent communication skill, problem solving skill, detail-minded and multi-tasking.

*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

**Note:**

1. *Please state your position applying, including level (Preschool / Primary / Secondary), and the job reference no. on email SUBJECT when applying.*
2. *Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.*

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## **CLASSROOM Mathematics Educators (Editing + Tutoring + eLearning)**

---

---

Level: Preschool / Primary / Secondary

### **Responsibilities:**

- Participation in main job areas of:
  - Editorial work for publications and learning materials
  - Tutorial delivery for CLASSROOM Centre courses, and
  - 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.
- Handle a small tutorial group, motivate learning through interactive learning activities and teaching methods and evaluate students' performance.
- Research and develop eLearning projects.

### **Requirements:**

- University graduate or above, preferably major in Chinese / English / Mathematics / Education.
- Editorial experience in educational publishing OR at least 2 years teaching experience in local primary/ secondary schools, and familiar with Hong Kong Primary / Secondary curriculum is a must.
- Holders of teaching qualifications or registered teacher in HK primary or secondary ordinary schools are highly preferred.
- Able to improvise digital and printed teaching materials accordingly based on directions and schedule set.
- Maintain a high standard of work with good time management.
- Excellent communication skill, problem solving skill, detail-minded and multi-tasking.

*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

**Note:**

1. *Please state your position applying, including level (Preschool / Primary / Secondary), and the job reference no. on email SUBJECT when applying.*
2. *Detailed job responsibilities and requirements for the above position are available*  
<http://www.classroom.com.hk/recruit>.

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## Freelance Consultant

---

---

- Provide consultancy service for primary and secondary education publications
- In-service experienced tertiary educators OR teachers of primary / secondary schools at any grade levels are welcomed
- Familiar with local school-based curriculum, TSA, HKAT and HKDSE teaching experience preferred

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

**Note:**

- 3. Please state your position applying and the job reference no. on email SUBJECT when applying.*
- 4. Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.*

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## Assistant HR and Administration Manager

---

---

### Responsibilities:

- Responsible for full spectrum of human resources functions, office administration and business operations for 100+ staff in HK office, learning centre & PRC office.
- Formulate, implement and communicate HR policies and procedures to support company objectives.
- Compile & review monthly and yearly reports and statistics.
- Administer staff attendance, monthly payroll process, OT calculation, sales commission, incentive allowance and produce corresponding reports.
- In charge of HR correspondence and office administration, included but not limited to staff contracts, staff training and orientation, probation confirmation, staff appraisal and dismissal, insurance renewal, employee C&B and office supplies maintenance.
- Responsible for the whole procedures of recruitment, included advertising vacancy, CV scanning, interview arrangement and selection.
- Arrange and supervise monthly, yearly company events and ad hoc projects.
- 

### Requirements:

- Degree holder in HR Management or Business Administration. Master degree is preferable.
- 5-7 years working experience with at least **3 years at supervisory level** in **HR & office administration**.
- Good command of written and spoken in Chinese, English and Mandarin.
- Excellent communication skill, problem solving skill, detail-minded and proactive.
- Able to manage multi tasks and work under pressure.
- Well-versed in employment ordinance.
- Knowledge of PRC Labour Law is an advantage.
- Proficiency in MS office applications.
- Candidates with less experience will be considered as HR & Administration Officer.

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.



*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

*Note:*

- 1. Please state your position applying and the job reference no. on email SUBJECT when applying.*
- 2. Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.*

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## HR and Administration Officer

---

---

### Responsibilities:

- Responsible for full spectrum of human resources functions, office administration and business operations for 100+ staff in HK office, learning centre & PRC office.
- Formulate, implement and communicate HR policies and procedures to support company objectives.
- Compile & review monthly and yearly reports and statistics.
- Organize the company events and ad hoc projects.

### Requirements:

- Degree holder in HR Management or Business Administration.
- 5 years working experience with at least **2 years at supervisory level** in **HR & office administration**.
- Good command of written and spoken in Chinese, English and Mandarin.
- Excellent communication skill, problem solving skill, detail-minded and proactive.
- Able to manage multi tasks and work under pressure.
- Well-versed in employment ordinance, with knowledge of PRC Labour Law is an advantage.
- Proficiency in MS office applications.

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

Qualified candidates please apply with detailed resume and expected salary email to The Human Resource Department by fax at 3187 4876 OR by mail to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk).

### **Note:**

1. Please state your position applying on email **SUBJECT** when applying.
2. Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## Business Operation Executive

---

---

### Responsibilities:

- Process purchasing orders and warehouse liaison
- Handle customers' enquiries on books, courses and workshops
- Members database management.
- Manage display room and e-shop orders.
- Assist in office administration work, such as reception management, guest greeting, appointment arrangement and ad-hoc projects.

### Requirements:

- F.7 or above, with at least 1.5 years or above related working experiences
- University fresh graduates are welcome
- Proficient in Chinese and English word processing
- Proficient in MS Office usage
- Experiences in using ERP system is preferred
- Willing to learn and good in memory
- Candidates with experience or training in Accounting would be an advantage

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

Qualified candidates please apply with detailed resume and expected salary email to The Human Resource Department by fax at 3187 4876 OR by mail to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk).

### **Note:**

1. Please state your position applying on email **SUBJECT** when applying.
2. Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## Senior Marketing Executive / Marketing Executive

---

---

### **Responsibilities:**

- Provide educational solutions to schools, including digital/eLearning solutions, book publications, world-wide STEAM products to primary and secondary schools teachers and bookstores.
- Marketing planning and strategies, event planning strategies with the team.
- Explore sales opportunities, conduct market research and maintain good client relationships through regular school visits.
- Provide training to teachers or students on Digital solutions or STEAM products
- Achieve company sales target and sales data analysis
- Assist in workshops, competitions, HK Book Fair/School book fair organization and promotion.
- Closely monitor sales workflows from quotation to order logistics of the district in charge.

### **Requirements:**

- Higher Diploma or above in marketing, business or technology field.  
Good interpersonal and communication skills are required.
- Strong in planning, analytical and presentation skills.
- Willing to learn, dedicated and proactive working attitude.
- Experience in marketing or sales and being private tutor are an advantage.
- Candidates with over 2 years of experience will be considered as Senior Marketing Executive.
- Closely monitor sales workflows from quotation to order logistics of the district in charge.

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

***Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.***

### **Note:**

1. ***Please state your position applying and the job reference no. on email SUBJECT when applying.***
2. ***Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.***

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

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

---

## **Analyst Programmer / System Analyst**

---

---

### **Responsibilities:**

- Responsible for systems analysis and design
- Manage & perform full cycle of software development of web-based applications, including e-Learning web applications, websites and MIS platforms
- Analyse business user requirements, prepare system documentation
- Perform web development and systems enhancement using ASP.NET(C#)
- Work closely with Multimedia designers on UI interface
- Plan and implement system rollout. Perform and support various stages of system testing

### **Requirements:**

- Degree in Computer Studies, or related disciplines
- (System Analyst) Minimum 6 years' relevant work experience in Information Technology
- (Analyst Programmer) Minimum 4 years' relevant work experience in Information Technology
- Strong programming skills in ASP.NET(C#), MSSQ
- Solid coding experience in Ajax, JQuery, CSS
- Solid experience in implementing complex web systems and good knowledge in data / report analysis
- Familiar in SDLC and testing methodologies
- Excellent analytical and problem-solving skills
- Self-motivated, able to work under pressure and meet tight schedule to ensure smooth project execution and on-time project delivery

We offer an attractive remuneration package, 5-day work, on-the-job training and career advancement opportunity to the right candidates.

***Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.***

為配合本公司發展需要，現誠聘以下職位：

---

## 製作部見習助理

---

### 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
- 有責任心、細心及謹慎
- 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](mailto:recruit@classroom.com.hk)；或傳真至 3187 4876 給本公司行政及人力資源部。

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 \*

# CLASSROOM

To cope with our continuous growth, we are inviting high caliber candidates to fill the following position:

---

## Senior Publishing Designer (Full-time / Freelance)

---

### 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:

- At least 4 years or above relevant working experience in graphics and page layout design, packaging and products design for educational publications and materials
- Solid hand-on experience in In-Design, Illustrator and Photoshop
- Basic knowledge in Flash, Dreamweaver, 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

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](mailto:recruit@classroom.com.hk).

For more information on the CLASSROOM, please visit [www.classroom.com.hk/recruit](http://www.classroom.com.hk/recruit)

# CLASSROOM

**CLASSROOM Publication Ltd. is established in 1983 and well-known in educational publishing industry, providing high quality educational materials and services for Pre-school, Primary and Secondary schools. To meet with our strategic business expansion, we are now looking for high caliber and enthusiastic candidates to fill the following positions:**

---

---

## **Junior Accounting Clerk/ Accounting Clerk**

---

---

- 中五或以上程度，持有 LCCI 初級證書
- 有相關工作經驗者優先考慮
- 熟悉電腦應用及中文輸入法
- 有條理、細心及能獨立工作

*Qualified candidates please apply with detailed resume with expected salary email to [recruit@classroom.com.hk](mailto:recruit@classroom.com.hk), by fax at 3187 4876 OR mail to The Human Resource Department, Rm401, Sunbeam Centre, 27 Shing Yip Street, Kwun Tong, Kowloon.*

**Note:**

1. *Please state your position applying and the job reference no. on email SUBJECT when applying.*
2. *Detailed job responsibilities and requirements for the above position are available <http://www.classroom.com.hk/recruit>.*

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