



## Company Overview

PUBLISHING | STEAM PRODUCTS | COURSES & TRAINING | DISTRIBUTION

**CLASSROOM Publication Ltd.** — established in 1983, a Hong Kong's well-known educational publishing company. CLASSROOM provides high-quality educational materials and services for Primary and Secondary schools. We are an innovative, one-stop development hub for the latest teaching and learning needs in print, in digital format or multimedia. [We opened a branch office in Guangzhou in 1999 and continue to expand our business into Mainland China.](#)

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## **[Account & Operation Officer/Executive]**

### **Responsibilities**

- Verify and process account receivable / payable transactions and other financial transactions such as bank deposits on invoice settlements
- Handle daily sales invoice, credit note and monthly customer statement distributions
- Support on month end closing and provide assistance for annual audit
- Other clerical support to the Department and ad hoc duties assignments

### **Job Requirements**

- LCCI Higher or Diploma holder in accounting or equivalent
- Familiar with MS Office application including Excel and Word
- Good command of both written and spoken English and Chinese
- Self-motivated with strong sense of responsibility
- Independent and able to work under pressure
- Immediately available is highly preferred

### **Job Benefits**

- Five-day work week, public holidays,
- Minimum 12 days of paid annual leave
- Birthday leave
- Medical allowances
- Employee shopping discounts
- Staff Award Scheme

Please apply with a detailed resume and the expected salary by email ([recruit@classroom.com.hk](mailto:recruit@classroom.com.hk)).

*Note: Please state your position applying and the job reference no. on email SUBJECT when applying.*

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