



## 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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## **[Assistant Marketing & Operation Officer]**

### **Responsibilities**

- Manage and create content for social media platforms (including Facebook and Instagram)
- Responsible for planning, organizing and implementing sales, marketing strategies and event management to drive brand awareness and customer engagement
- Explore sales opportunities, conduct market research and analysis to evaluate trends, brand awareness and competition ventures, maintain good client relationships through onsite visits
- Respond to online and offline enquiries, as to build and grow the customer community
- Handle other offline ad-hoc projects and assignments as assigned

### **Job Requirements**

- Higher Diploma or above in marketing, marketing communications, business management or related discipline
- Minimum 3 years or above of relevant experience
- Good interpersonal and communication skills are required.
- Strong in planning, analytical, presentation skills, and good telephone manner.
- Good command of both written and spoken English and Chinese.
- Less working experience will be considered as Assistant Marketing & Operation Officer or Senior Executive.
- **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

Interested parties 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.