



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.](#)

Full-Time Editor / Senior Editor / Publishing Officer for ELT Publications

To support our growth in Hong Kong, we are now inviting editors to work with us. **We are looking for candidates with experience in teaching or educational publishing in Hong Kong.** The job location is in our office in the Kwun Tong district of Hong Kong.

Responsibilities

- Plan, design and develop English Language Teaching (ELT) publications of the highest possible quality
- Manage the editorial process to ensure all material is produced on time and to budget
- Collaborate with production teams on publishing and multimedia productions
- Impart subject knowledge to the level of primary and secondary students.
- Drafting, editing and quality checking scripts of all publication projects and learning material of appropriate difficulty levels.
- Research and develop publishing and eLearning projects.

Job Requirements

- University graduate or above in English Language or in a discipline related to the subject
- Experience in teaching or educational publishing
- Being familiar with public exam requirements in Hong Kong is an advantage
- Strong self-motivation, detail-orientation, and ability to work independently under schedule constraints
- Good communication and organization skills
- Good computer knowledge (Microsoft Office)

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).