



## 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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## **Senior Production Designer / Assistant Officer (Digital Publishing /Multimedia)**

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**

- Manage and coordinate with a team of local, mainland and contracted designers on projects to meet deadline with high quality outcome.
- Plan and execute all forms of design concept in online and offline channels.
- Graphics, page layout making and corporate products design for educational publications and materials.
- Work with the pre-press 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.

### **Job Requirements**

- High Diploma or above in Multimedia Design with at least 2 years of working experience in Graphic Design/Digital Design/Publishing, more experience will be considered Assistant Production Officer
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, In-Design), Microsoft Office and digital publishing
- Ability to support photography, video editing and multimedia work will be highly regarded.
- Basic knowledge in HTML5, CSS, JavaScript - for online application in advance
- Creative, proactive team player and able to work under pressure with strong communication, organization and multi-tasking skills.
- Good command of both written and spoken English and Chinese

### **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)).