



Educational Publishing House, Limited

(A member of Popular Holdings Limited)

We are a dynamic and innovative publisher specializing in providing high-quality textbooks and supplementary materials to schools at **pre-school, primary and secondary levels.**

To cope with our business growth, we are now seeking for individual of high caliber to join us and we have the following vacancies:

1) ELT Editor (Primary/Preschool HK Curriculum)

Responsibilities:

- Edit manuscripts and contents for print and electronic materials
- Liaise with designers and freelancers to ensure timely production of assigned titles
- Conduct market research to monitor existing or initiate new projects
- Assist in Promotional activities

Requirements:

- University Degree or above in English Literature, Translation or related
- 2 years editorial experience, ideally in ELT
- Relevant teaching experience, understanding of local school system, the textbook market and curriculum is preferred
- Strong English language skills
- Sensitivity to the development of e-resources for the education market
- Good organizational and communication skills

2) 項目編輯 (幼兒教材)

職責:

- 校對及審閱手稿內容，包括美術插圖及相片，以確保語文質素及準確
- 負責預備設計、美術圖片及相片初稿
- 與作者及插圖師跟進有關項目進展
- 協助跟進印刷方案事宜
- 搜集市場資訊，以了解現有或新開發之項目

入職要求:

- 大學程度，主修中文/幼兒教育等相關學科
- 三至五年幼兒出版編輯經驗
- 對幼兒產品具興趣或熟悉相關項目
- 良好中文語文水平
- 熟悉 Microsoft Office 及中文輸入法
- 勤奮、細心、能獨立處理工作及承擔壓力
- 良好組織及溝通能力

3) Editor / Senior Editor (Primary Maths)

Responsibilities:

- Editing scripts, preparing artwork briefs, proofreading and any other editorial works of Mathematics and Science subjects
- Conduct market research to monitor existing and/or initiate new projects
- Communicate with writers and illustrators on the development of projects
- Any other works assigned

Requirements:

- University graduate or above, major in Physics, Mathematics, Statistics or any other related subjects
- 3 years editorial experience in primary/secondary mathematics or physics textbook or supplementary exercises or with relevant teaching or tutorial experience
- Good command of both English and Chinese
- Good organization and communication skills
- Proficient in MS Office application
- Hardworking and meticulous details
- Able to meet tight deadlines and work under pressure

4) Research & Training Executive (Primary ELT / GS)

Responsibilities:

- Conduct educational and market researches
- Organize and conduct professional training workshops/seminars to teachers, parents and students
- Prepare different supportive materials for schools
- Undertake special projects and ad hoc assignments as required

Requirements:

- Degree holder or above in English Literature, Education, General Studies or other related disciplines
- At least 2 years teaching experience
- Familiar with local primary school curriculum is an advantage
- Good command of written and spoken Cantonese and English
- Passion for having better development and doing research
- Strong presentation and communication skills and able to work independently

We offer excellent career development opportunities to unleash your potential, competitive remuneration package including a 5-day work week, discretionary bonus, medical scheme, staff training and staff purchasing discount etc.

Interested parties please apply with your full resume stating present and expected salary to: recruit@popularworld.com.

You are welcome to visit our website to know more about us: <http://www.popularworld.com> or <http://ephhk.popularworldhk.com>.

Personal data provided by job applicants will be kept strictly confidential and will be used solely for employment related purposes. Only short-listed candidates will be contacted.