

**Lingnan Institute of Further Education
Internship and Career Service Scheme 2017**

職位編號 : Job#20170107



Ming Pao Education Publications Limited

Ming Pao Education Publications Limited (MPEP), a subsidiary of Media Chinese International Limited, and a fellow subsidiary of Ming Pao Newspapers Limited, is committed to publish high quality printed textbooks and develop e-textbooks and e-learning platforms. MPEP also provided one-stop solutions and services to support the career planning of students for all secondary schools.

Website : www.mpep.com.hk

Editorial Assistant (Internship) [No. of vacancy : 6]

• **Requirements:**

- Associate Degree Year 2 or above
- Major in Liberal Studies, Social Science or Chinese Language
- Competent in Microsoft Words, PowerPoint and Excel
- Good Chinese writing skills
- Self-motivated and excellent communication and interpersonal skills
- Strong sense of responsibility

• **Responsibilities:**

- Assist editors in producing Liberal Studies teaching resources, e.g. PowerPoint slides and worksheets
- Assist editors in editing Career Planning articles
- Manage the daily operation of online news resource bank
- Process market research

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職位詳情

公司名稱 Ming Pao Education Publications Limited
薪金/津貼 HK\$2000/month

分類詳情

工作地區 Chai Wan
行業 Publishing
工作性質 Liberal Studies textbook teaching resources production
招聘性質 Summer Internship (June – August 2017)
工作時間 9:30am – 6:30pm
所需學歷 Associate Degree Year 2 or above