

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

職位編號 : Job#20170116



Educational Publishing House, Limited

Educational Publishing House, Limited (EPH) was set up in Hong Kong in 1950 and incorporated in 1960. EPH is the key educational publishing arm of Popular Holdings, specialising in textbooks and supplementary materials for over 50 years. In 2000, EPH officially set up the Macau schools market. As a prominent player in educational publishing, EPH is constantly evolving in response to the needs of the education sector. In addition to comprehensive, quality learning resources, EPH provides strong teaching support, including professional teacher training and student and parent workshops.

EPH is privileged to be able to count on a team of qualified scholars, authors and consultants to support it in its mission. Over the years, EPH has established an enviable track record with its excellent teaching solutions for pre-school, primary and secondary levels. Continuing to support a stimulating learning environment for both teachers and students, EPH will pursue its mission of gathering innovative teaching ideas and infusing them into the company's extensive offering of sought-after titles.

Website : <http://ephhk.popularworldhk.com/zh/home.do>

HR / Recruitment (Internship) [No. of Vacancy : 1]

• **Requirements:**

- Form 6 or above High Dip or above, major in BA or HRM
- Good team player, hard-working and results-oriented with positive attitude
- Good command of English and Chinese

• **Responsibilities:**

- Provide administrative support on HR functions including recruitment and training, etc.
- Perform ad-hoc tasks as assigned by supervisor

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職位詳情

公司名稱 Educational Publishing House, Limited
薪金/津貼 TBC

分類詳情

工作地區 Tsuen Wan
行業 Education, Publishing
工作性質 Human Resources
招聘性質 Summer Internship (June to Aug 2017)
工作時間 Mon – Fri (8:30a.m. to 5:30p.m.)
所需學歷 Higher Diploma or above; preferably major in HRM/BA