

Lingnan Institute of Further Education  
Internship and Career Service Scheme 2017

職位編號 : Job#20170117



**EduSmart Company Limited**

**EduSmart** represents a new way to nurture our next generations. At EduSmart, we make learning Chinese, English and Mathematics fun and memorable. We believe in **“Happy Children, Happy Results”**! Learning centre of EduSmart are now spreading across the territories: West Kowloon, Hung Hom, Lai Chi Kok, Ma On Shan, Fo Tan\*, Tseung Kwan O, North Point, Mid-level, Causeway Bay\*, Tuen Mun\* and Yuen Long\*. (\*opening soon!) EduSmart is part of Popular Holdings Group which also owns Popular Book Company Ltd., Educational Publishing House, Ltd and Pan Lloyds Publishers.

If you are passionate about fun but effective learning and love to be around children, please join us!

Website : <http://www.edusmart.hk/zh/home.do>

**Summer Centre Assistant (Internship) [No. of Vacancy : 3]**

• **Requirements:**

- Form 6 or above
- Happy, friendly, patient and great with children
- Reliable and highly trustworthy

• **Responsibilities:**

- Administration tasks
- Prepare teaching materials
- Documentation such as storing, organizing, and managing files

**職位詳情**

公司名稱 EduSmart Company Limited  
薪金/津貼 TBC

**分類詳情**

工作地區 北角/大角咀(西九匯)/紅磡/馬鞍山/將軍澳/荔枝角/中環  
行業 教育業  
工作性質 Admin, Support, Operation, Receptionist  
招聘性質 Summer Intern  
工作時間 45 hours per week  
所需學歷 Diploma Yi Jin, Diploma, Higher Diploma, Associate Degree or above