Founded in 1924, Popular Holdings Limited is a multi-faceted conglomerate with businesses in a wide-ranging number of sectors, such as Retail, Publishing, Education & Training, Distribution & Purchasing, e-Learning, Property Development, and more. Its diverse portfolio consists of more than 40 subsidiaries operating in Singapore, Malaysia, Hong Kong, Macau, Taiwan, China, Canada, Australia, and United Kingdom.

We cover various business sectors and serve as the leading provider of literary, education and lifestyle product and services:
Our Job Functions

Publishing
• Editorial
• Sales & Marketing

Education
• Tutoring
• Training
• Curriculum & Development

e-Learning
• Editorial
• Multimedia
• Project Management
• System Development

Corporate Office
• Finance & Accounting
• HR & Admin
• IT
• Art

Retail
Graduate Positions
<table>
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<tr>
<th>Sector</th>
<th>Position</th>
<th>Requirements</th>
<th>Responsibilities</th>
<th>Working Location</th>
<th>Working Hours</th>
</tr>
</thead>
</table>
| Editorial  | Assistant Editor (Chinese/English/Maths/General Studies/ Early Childhood Education) | • Bachelor degree or above major in Chinese / English Language / Translation / Mathematics / Science / Early Childhood Education / Education or related disciplines  
• Interested in educational publishing and editorial duties, with relevant teaching or editorial experience will be preferred  
• High proficiency in written Chinese / English  
• Knowledge in Microsoft Office  
• Have a keen eye for detail and good organizational skills | • Assist in editing, proofreading and translating in both print and electronic materials  
• Liaise with designer and writer to ensure timely production of assigned titles  
• Conduct market research to monitor existing or initiate new projects | Tsuen Wan | •5 days work  
• Monday - Friday  
• 8:30am - 5:30pm |
| e-Learning | Project Assistant                     | • Tertiary education or above preferably in IT discipline  
• Knowledge in system development and design is preferred  
• Familiar in the development cycle of multimedia project and online system project at database administration and online programming environment  
• Highly creative mindset, merging ideas from different sources to produce new ideas that benefit e-products development  
• Knowledge on HTML5, PHP and SQL are advantage | • Assist in manage and monitor project planning, cost control and project status  
• Coordinating with relevant parties to ensure system requirement implementation and system change request are carried out properly on a timely basis  
• Drafting regular progress report and UAT status report | |

hr04@popularworld.com  
✓ Resume ✓ Academic results ✓ Availability
<table>
<thead>
<tr>
<th>Sector</th>
<th>Position</th>
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<th>Working Location</th>
<th>Working Hours</th>
</tr>
</thead>
</table>
| Education & Management | Management Trainee (Edusmart)                  | • Degree holder, final year students or recent graduates. Those with teaching or tutorial experience would be an advantage  
• Passionate in building a career in the education industry  
• Enjoy working with kids  
• Excellent command of English and Chinese  
• Versatile and with good interpersonal skills  
• Strong business acumen with good analytical thinking  
• A drive to succeed and courage to challenge the status quo  
• Presentable, self-motivated with confidence and maturity | EduSmart Learning Centre  
(North Point, Mid-level, Hung Hom, West Kowloon, Whampoa, Lai Chi Kok, Lam Tin, Ma On Shan, Fo Tan, Tseung Kwan O & Yuen Long) | • Program period: June 2019 - Dec 2020  
• 45 hours per week  
• Monday - Sunday |
| Tutoring               | Centre Tutor (Chinese / English / Mathematics) | • Degree Holder, majoring in English, Chinese, Mathematics or Education  
• Good academic results in DSE  
• With teaching / tutoring experience in the field of education or learning centre will be an advantage  
• Strong passion about teaching and developing young learners  
• Pleasant, patient and likable personality  
• Self-motivated, trustworthy, flexible with positive attitude  
• Good communication skill and love communicating with kids  
• Willing to work during weekends |                                      | • 45 hours per week  
• Monday - Sunday |

Responsibilities

• Create a fun learning environment with Centre Manager  
• Teach Chinese / English / Mathematics in a small group of children (aged 3 - 12 years old)  
• Update curriculum/lesson plan and prepare related teaching materials  
• Liaise with parents to provide best learning solutions so that students motivated to learn  
• Recruit students through implementing various marketing activities

hr03@popularworld.com

✔ Resume ✔ Academic results ✔ Availability
Part-time Positions
<table>
<thead>
<tr>
<th>Sector</th>
<th>Position</th>
<th>Requirements &amp; Responsibilities</th>
<th>Working Location</th>
<th>Working Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring</td>
<td>Part-time Tutor (Chi/Eng/Maths)</td>
<td><strong>Requirements</strong>&lt;br&gt;- Degree Holder or above, majoring in Chinese, English, Mathematics, Languages and Linguistics or Education would be an advantage&lt;br&gt;- Good academic results in DSE&lt;br&gt;- With teaching / tutoring experience in the field of education or learning centre is an advantage&lt;br&gt;- Strong passion about teaching and developing young learners&lt;br&gt;- Pleasant, patient and likable personality&lt;br&gt;- Self-motivated, trustworthy, flexible with positive attitude&lt;br&gt;- Willing to work during weekends&lt;br&gt;&lt;br&gt;<strong>Responsibilities</strong>&lt;br&gt;- Teach Chinese / English / Mathematics in a small group of children aged 3-12&lt;br&gt;- Perform centre administrative work, mark and record the homework and prepare teaching materials to ensure the smoothness of class&lt;br&gt;- Report to Centre Manager daily and communicate with students and parents regularly</td>
<td>EduSmart Learning Centre (North Point, Mid-level, Hung Hom, Whampoa, Lai Chi Kok, Lam Tin, Ma On Shan, Fo Tan, Tseung Kwan O &amp; Yuen Long)</td>
<td>•1 - 3 days / week •Monday - Sunday</td>
</tr>
<tr>
<td>Retail</td>
<td>Part-time Sales Assistant (Popular Book)</td>
<td><strong>Requirements</strong>&lt;br&gt;- Responsible for product sale and other store operation</td>
<td>Popular Book Company (Olympic, Whampoa, Kowloon Bay, Wong Tai Sin, Prince Edward, Mongkok, Yau Tong, Sha Tin, Tai Po, Tsuen Wan, Tuen Mun, Yuen Long)</td>
<td>•4-6 days / week •Monday to Sunday</td>
</tr>
</tbody>
</table>

Part-time Tutor: hr03@popularworld.com
Part-time Sales Assistant: recruit@popularworld.com

✔️ Resume ✔️ Academic results ✔️ Availability
Internship Positions
<table>
<thead>
<tr>
<th>Sector</th>
<th>Position</th>
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</thead>
</table>
| Editorial           | Editorial Assistant (Chinese/English/Maths/General Studies/Early Childhood Education) | • Undergraduate student major in Chinese / English Language / Translation / Mathematics / Science / Early Childhood Education / Education or related disciplines  
• Interested in educational publishing and editorial duties, with relevant teaching or editorial experience will be preferred  
• Knowledge in Microsoft Office  
• Have a keen eye for detail and good organizational skills | • Provide editorial support such as edit, proofread and translate contents for print and electronic materials, e-books checking, compile word files, audio, etc  
• Provide administrative duties to editorial team | Tsuen Wan                     | • May - Aug  
• 5 days work  
• Monday - Friday  
• 8:30am - 5:30pm |
| Research & Training | Research & Training Assistant                                             | • Undergraduate student in ELT, Science, General Studies or related discipline  
• Teaching experience and familiarity with local primary local curriculum is an advantage  
• Good command of written and spoken English & Chinese  
• Strong presentation and communication skills  
• Attentive to details and able to work under pressure | • Edit the existing teaching and learning materials, especially in English, General Studies and STEM education  
• Prepare new teaching and learning materials  
• Conduct school-based workshops and other events, etc  
• Undertake special projects and ad hoc assignments as required |                                           | • May - Aug  
• 5 days work  
• Monday - Friday  
• 8:30am - 5:30pm |
| Marketing           | Marketing Assistant                                                       | • Undergraduate in Marketing, E-commerce, Media, Creative writing or related fields  
• Skills in using Excel & Movie Maker  
• Knowledge of online marketing, social media marketing and database website management are preferable, but not a must  
• Positive attitude, team spirit, self-motivated and mature  
• Good command in written and spoken English and Chinese | • Support for HK Bookfair implementations  
• Conduct market research and competitor analysis  
• Assist in website development and enhancement  
• Perform data cleaning and applications for membership |                                           | • May - Aug  
• 5 days work  
• Monday - Friday  
• 8:30am - 5:30pm |
<table>
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</thead>
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<tr>
<td>e-Learning &amp; Multimedia</td>
<td>Project Assistant</td>
<td><strong>Requirements</strong>&lt;br&gt;• University year 3 or 4 student major in Web Technology, Education or related; Knowledge in web technology and e-learning products&lt;br&gt;• Good communication skills</td>
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<td><strong>Responsibilities</strong>&lt;br&gt;• Assist e-book development&lt;br&gt;• Assist e-product platform checking and reporting&lt;br&gt;• Tagging</td>
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<tr>
<td>e-Learning &amp; Multimedia</td>
<td>Assistant Multimedia Technician</td>
<td><strong>Requirements</strong>&lt;br&gt;• Undergraduate student major in Multimedia, Video Production, Visual Effects or related disciplines&lt;br&gt;• Good knowledge in Adobe Premiere pro and After Effects, Photoshop and Illustrator, Pro tools etc.</td>
<td>Tsuen Wan</td>
<td>•May - Aug&lt;br&gt;• 5 days work&lt;br&gt;• Monday - Friday&lt;br&gt;• 8:30am - 5:30pm</td>
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<td><strong>Responsibilities</strong>&lt;br&gt;• Editing and shooting short video&lt;br&gt;• Sound Recording in audio studio&lt;br&gt;• Assist in work of video production</td>
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<tr>
<td>Finance</td>
<td>Finance Assistant</td>
<td><strong>Requirements</strong>&lt;br&gt;• Undergraduate student major in BBA / Finance / Accountancy or related discipline</td>
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<td><strong>Responsibilities</strong>&lt;br&gt;• Conduct industry research to identify for improvement&lt;br&gt;• Assist team to build up good documentation</td>
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</tr>
<tr>
<td>Sector</td>
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</tbody>
</table>
| Tutoring | Summer Tutor (Chi/Eng/Maths) | • Undergraduate student major in any discipline  
• HKDSE at least Grade 4 in Chinese / English / Maths  
• With relevant teaching or study in education or language preferable  
• Good presentation and interpersonal skills  
**Responsibilities**  
• Teach English/Mathematics/Chinese/  
• Summer Course to young learners from Kindergarten to Primary  
• Study and follow lesson plan, marking & grading, performance logging, parent liaison | EduSmart Learning Centre  
(North Point, Mid-level, Hung Hom, West Kowloon, Whampoa, Lai Chi Kok, Lam Tin, Ma On Shan, Fo Tan, Tseung Kwan O & Yuen Long) | • July - August  
• 45 hours per week  
• Monday - Saturday |

Email: hrdep@popularworld.com

- Resume
- Academic results
- Availability

Application deadline: 18 April

**Selection Process of Internship**

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<th>Interview</th>
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<td>18 April</td>
<td>April - May</td>
<td>May - June</td>
<td>June</td>
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