

Job : Summer Internship (STEAM education field)

Company name : Brilliant Billion Global Limited

Location: Wan Chai Area

#### Company Overview

Our company established in 2010, mainly provide tailor-made STEAM education course and services to local, now explaining to oversea studies sector and provide all relating services to students and their parents.

#### Job Highlights.

5.5 days work.

provide on job training for intern.

#### Job Description

##### Job Responsibilities

1. Teach STEAM elementary classes, mainly from age 5-15, one-on-one teaching (depending on background and experience);
2. Manage classroom order and design teaching materials;
3. Assist coworking partners in handling administrative matters.
4. Follow up with potential clients
5. Manage and update clients database
6. Identifying and developing client business relationships
7. Develop and maintain a strong **relationship with students and parents**
8. Any other administrative duties as assigned by Director
9. Develop course structure

##### Requirements:

- 1) Responsible, patient, able to lead group learning;
- 2) Educational experience or aspirations to devote themselves to the development of education.

##### Benefits :

44 hours or 5.5 days of work

On-the-job Training

Good performance can be promoted to a Full-time base or management level.

- 1) The company has entered its tenth year and is gradually establishing a network with school partners. The applicants might have a chance to teach in a different location with our partners centre.
- 2) We provide comprehensive on-the-job training to grasp the key points of the education industry quickly
- 3) The company members are young, dynamic and innovative, have an excellent working atmosphere and communication culture, and value teamwork.

If you are interested in applying for the above positions, please email your personal resume to [info@bbg.com.hk](mailto:info@bbg.com.hk) (attention : Mr. Chris Yau), and you will have an appointment.