

It's time for Mandarin!



About Us

Mandarin Time School is a leading language school based in Hong Kong. We teach expats, overseas students, and local Hongkongers. We have a vibrant and open-minded team in HK, and we are expanding, now we are searching for young professionals who are passionate about working in cross-culture environment, challenging and innovative company atmosphere.

Responsibilities: Assist support to daily sales and marketing operations:

Course Consultant Duties:

1. Follow up enquiries.
2. Provide professional service for students and solution to problems on the course.
3. Maintain high level of cooperation in a fast-paced environment to coordinate sales schedules and course arrangement.

Marketing Assistant Duties:

1. Manage website and social media platforms such as Facebook and Instagram.
2. Maintain and update internal marketing database.
3. Assist to develop market campaigns to promote our course and products.
4. Performs other duties, projects and responsibilities as assigned.

Requirement:

1. Degree holder in related major, TCSL, Education, Marketing, Media is preferred.
2. University graduates with good command of English and mandarin are welcomed!
3. Proficient in media editing is a plus.
4. Mature, independent with good interpersonal and communication skills.
5. Strong sense of team work, out-going, motivated and responsible.

What we offer:

1. Competitive salary and bonus package
2. A friendly and open environment of cross-culture
3. An excellent career prospect and promising career path lead by the industry leader

Please let us know:

1. Your updated CV and an email to let us know more about you
2. Expected starting date and availability
3. Your passport information and visa type

Please feel free to apply or contact us through hr@mandarintimeschool.com if you are interested or have any question!