Oxford University Press (China) Limited

We are both a department of the University of Oxford and a major international publishing organization with a significant presence in Hong Kong.


ELT Summer Helpers

Job Responsibilities:
- proofreading and editing English learning materials for local primary school students
- writing short exercises or questions
- checking and editing audio recordings
- checking e-books and creating content for other digital resources

Job Requirements:
- Year 1 or 2 undergraduates with a major in the English Language
- Good command of English
- Attention to detail
- A positive and proactive working attitude
- Knowledge of MS Office applications

Working period:
- From June to August/end September
- 3-5 days per week
  9 a.m.-5.15 p.m. OR 9.30 a.m.-5.45 p.m. (7 hours per day)
  (lunchtime: 12.15-1.30 p.m.)

Applications, including curriculum vitae should be sent to hr.hk@oup.com.

We are committed to supporting diversity in our workforce, and ensuring an inclusive environment where all employees can thrive. We seek to employ a workforce representative of the markets that we serve, and encourage applications from people of all ethnic, cultural and social backgrounds.

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We will use your personal information to process your job application only.