

OXFORD UNIVERSITY PRESS (CHINA) LTD

We are both a department of the University of Oxford and a major international publishing organization with a significant presence in Hong Kong. Our plans for the future necessitate our filling the following vacancy:

### ELT Editor (Primary)

#### Job Responsibilities:

- Content and copy editing, proofreading and general editorial duties
- Liaising with authors, freelance contributors, teachers and academic consultants
- Collaborating with sales and marketing teams in market research, promotion and sales activities
- Collaborating with design, production and technical teams on publishing and digital/multimedia productions

#### Requirements:

- University degree, preferably in a field related to language and/or education
- Related editorial experience, preferably in educational publishing
- Experience in teaching English as a foreign or second language
- Excellent command of both written and spoken English
- Strong analytical skills and a keen eye for detail
- Strong organizational and communication skills
- The ability to prioritize and work to deadlines
- A positive and proactive working attitude
- Candidates with more experiences will be considered for a higher position.

We offer a competitive salary, a 5-day work week and excellent benefits and opportunities for career development. Applications, including curriculum vitae and expected salary, should be email to [hr.hk@oup.com](mailto:hr.hk@oup.com).

Personal data will be used for recruitment purposes only.

<b>Job level</b>	Middle
<b>Education</b>	Bachelor Degree
<b>Location</b>	Kowloon Bay
<b>Employment type</b>	Permanent
<b>Benefits</b>	13-month pay, 5-day week, Discretionary bonus, Insurance plan
<b>Industry</b>	<a href="#">Media / Publishing</a> <a href="#">Education / Training</a> > <a href="#">Others</a>
<b>Job function</b>	<a href="#">Media / Advertising</a> > <a href="#">Editorial / Journalism</a> <a href="#">Media / Advertising</a> > <a href="#">Print Media / Publishing</a>

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### ELT Senior Editor / Editor (Secondary)

#### Job Responsibilities:

- Plan, design and develop English Language Teaching (ELT) publications of the highest possible quality;
- Manage the editorial process to ensure all material is produced on time and to budget;
- Liaise with authors, freelance contributors, teachers and academic consultants to ensure high standards of content;
- Collaborate with sales and marketing teams in market research, promotion and sales activities;
- Collaborate with design, production and technical teams on publishing and digital/multimedia productions

#### Requirements:

- Degree holder preferably in a field related to language and/or education;
- Solid editorial experiences, preferably in educational publishing;
- Experiences in teaching English as a foreign or second language;
- Experiences of working to tight publication deadlines and the ability to prioritize and manage a varied workload;
- Strong analytical skills, a keen eye for detail and excellent content and copy-editing skills;
- Native-speaker proficiency in both written and spoken English, and strong communication skills.

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