

# JOIN OUR TEAM



## Job Description

### Administrative Assistant (Part-time)

The Edge Learning Centers is an education services company that provides a full spectrum of premium educational services. Founded in 2008, the Edge continues to expand rapidly in Asia. Our experienced consultants and tutors offer a wide range of services suitable for different needs, ranging from test preparation, curriculum development, and university admission programs. We pride ourselves as the best in class and offer tailored services to students, with a 100% success rate over the past 14 years.

At Edge, you not only get the chance to work with the cleverest minds in the industry, we are also a fun and energetic group of people who truly want to partner with students, helping them to push the boundaries and succeed academically. At Edge we want you to constantly challenge yourself and come up with new ideas, we are a fast-growing team and want to hire great minds who can help students build a future.

## Responsibilities:

### Center Operations (Academic Support Team)

- Answer and screen incoming calls, answer general inquiries, schedule appointments for classes & courses
- Assist in coordinating schedules, collating course materials, collecting feedback forms, recording attendance and score tests
- Assist in maintaining office efficiency: prepare rooms and materials for courses and acquisition of ad-hoc request
- Part-time hours: 27 hours per week

## Requirements:

- Responsible and punctual
- Good command in English and Chinese
- Knowledge to use CRM System
- Available to work on Monday, Wednesday, Thursday and Saturday
- Immediately available is preferred