

Category	Booth No. DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Testing	A13	SGS Hong Kong Limited 香港應用公證有限公司	<a href="http://www.hk.sgs.com">www.hk.sgs.com</a>	Technician (Chemical / Textile / Mechanical / Electrical Stream)	Negotiable	AS, DE, EE, MM	Responsible for sample preparation and conducting different tests	- Diploma or above in related disciplines - Willing to work on shift schedule - Handworking, initiative and able to work under pressure - Basic knowledge in the related disciplines	1. On-site application 2. Email: hk.recruit@sgs.com 3. Mail: 28/F, Metropole Square, 2 On Yau Street, Siu Lek Yuen, Sha Tin, NT
				Customer Service / Account Coordinator	15	BA, Ho	Responsible for coordinating client activities, preparing quotation, answering clients' inquiries and typing testing reports	- Diploma or above in any disciplines - Having customer service experiences is preferred - Good at English, Mandarin and Chinese - Outgoing, customer oriented and good communication skills	
				Clerk	Negotiable	BA, Ho	Responsible for assisting in daily operation including data entry, report and invoice issuing	- Computer literate and fast typing with at least 40 wpm - Pleasant personality, willing to learn and work overtime	
				System Support	2	IT	Responsible for helpdesk support, hardware and software installation, ID and access right management, server and computer room monitoring and administration	- Certificate or above in computer studies - Good at English and Mandarin - Good manner and working attitude, team player with good communication skills - Willing to learn, able to work under pressure and work in irregular hour occasionally	
Airline Catering	B12	Cathay Pacific Catering Services (HK) Ltd. 國泰航空餐食服務(香港)有限公司	<a href="http://www.cpcs.com.hk">www.cpcs.com.hk</a>	Catering Co-ordinator Assistant	16	Ho	- Ensures all catering items and meals taken on board are accurate and in good condition prior to despatch - Represents the company to conduct checking with cabin crew on board the flights to ensure the accuracy of catering items and meals uplifted	- F.7 or F.5 with Diploma / Higher Diploma in any discipline - Enjoys meeting people and is customer-oriented - Good command of spoken English is an asset - Holder of driving license No. 1 & 2 is preferred - 24-hour shift duty is required - The employment is initially on a 1-year contract and is subject to extension on a mutual agreement basis	Post: 11 Catering Road East, Hong Kong International Airport, Lantau, Hong Kong Email: recruitment@cpcs.com.hk Fax: (852) 2116 0523
				Load Control Assistant	1	Ho	- Co-ordinates with all customer airline personnel for informational update on load figures, flight schedule, catering schedule and special meal order - Updates all last minute additional meal orders / schedule amendment and despatches to all parties concerned	- F.7 or F.5 with Diploma / Higher Diploma in any discipline - Detail-minded and is able to work under pressure - Good communication skill in both English and Cantonese - 24-hour shift duty is required - The employment is initially on a 1-year contract and is subject to extension on a mutual agreement basis	
Banking / Financial & Investment / Insurance / Accountancy	DB	Centaline Wealth Management Limited 中廣資產管理有限公司	<a href="http://www.centalinewealth.com.hk">http://www.centalinewealth.com.hk</a>	Financial Planner	4	any/ prefer financial service	Conduct financial planning for clients include insurance, investment, mortgage, estate planning, etc	Fresh grad with good attitude and positive thinking, ambition to have a fast track career	by email: eddie.cheng@centalwealth.com
				Senior Financial Planner	2	any/ prefer financial service			
Electrical & Building Services Engineering	B13	CHUBB Hong Kong Limited 廣實香港有限公司	<a href="http://www.chubb.com.hk">www.chubb.com.hk</a>	Assistant Engineer / Technician	10	EE, MM, CN	- To be responsible for the installation, repairing and maintenance of electronic security system or fire safety system - To serve as technical shooter to clients - To study technical manuals and brochures to determine equipment needs or system enhancements - To visitor vendors To learn about available products, enhancements and services	- Diploma in Building Services / Electrical / Mechanical or above - Good spoken and written English, able to speak Putonghua an advantage - Proficient in MS applications, AutoCad and Microstation - Able to travel to Macau preferable	By email - hrd@chubb.com.hk
				Assistant Quantity Surveyor	1	EE	- To review contracts for different projects to ensure they are in compliance with regulatory and company's requirements - To monitor the project process and initiate the issuance of invoice with operations team and follow up on any outstanding bills - To improve the quality of projects delivered through process review and Market Feedback Analysis	- Diploma in Quantity Surveying or equivalent - Knowledgeable of contractual management a plus - Good in both spoken and written English, able to speak Putonghua an advantage - Proficient in MS applications, AutoCad and Microstation - Able to travel to Macau preferable	
				Co-ordinator/Administrator	8	BA, CN	- To be responsible for clerical and administrative supports to Business Units such as quotations, tendering documents, invoice and etc - To handle telephone enquiry to ensure providing quality customer services - To assist in preparing monthly reports and also other ad-hoc projects - To maintain file system based on 5S standard	- Diploma in Business administration or related disciplines - Good commands of spoken and written English and Chinese (Including Putonghua) - Proficient in MS applications, Powerpoint and chinees word processing - Good customer services manner	
				Draftsman	2	EE, MM, CN	- To be responsible for the design drawing of electronic security system or fire safety system - To update and maintain the filing system of the Cad drawing	- Cert or above in Engineering disciplines - Proficiency in Chinese Word Processing - Skilful in the use of AutoCad, Microstation and 3D drawing - Able to travel to Macau preferable	
Business Administration				Marketing Assistant	1	BA	- To prepare tender documents, lead in tender activities, develop presentations all through to the closing or tender awards - To conduct site visits before prearing tendering - To gather and analyze market information on tendering business - To provide general sales and marketing supporting services to management	- Diploma in Business administration or related disciplines - Good commands of spoken and written English and Chinese (Including Putonghua) - Proficient in MS applications, Powerpoint and chinees word processing - Good communication and presentation skills	
Manufacturing / Engineering	DB	Contempo Limited	<a href="http://www.contempo.com">www.contempo.com</a>	Assistant Merchandiser	5 or above	DE	- Provide assistance to Merchandiser/Senior Merchandiser on order follow-up to ensure on time production and delivery & take responsibility to update & maintain merchandising correspondence and record; - Prepare purchase order, follow up chart and relevant documentation timely and accurately so that effective planning of the sales order can be achieved. - Liaise with vendors on order details and oversee the production schedule so that on-time production schedule can be ensured. - Assist the merchandisers/senior merchandiser in samples follow up and measurement taking and make suggestions on enhancing the efficiency of the merchandising team. - Prepare inspection materials and liaise with OCs to ensure products are up to required quality standard Follow up order progress to ensure on-time production to meet shipment deadlines. - Provide clerical support such as filing, copying, mailing, photo management to the operations to assist efficient and effective running of operations. - Any other tasks/projects as assigned.	- Undergraduate in Textiles & Clothing related disciplines - Good command in English & Mandarin - Good communications and interpersonal skills - Good working attitude is essential	Email: jobs@contempo.com Fax: 2378-5576
Catering	C05	McDonald's Restaurants (Hong Kong) Limited 麥當勞有限公司	<a href="http://www.mcdonalds.com.hk">www.mcdonalds.com.hk</a>	Customer Service Ambassador	50	Any	為顧客提供優質的用餐服務, 推廣餐廳產品, 與顧客建立良好關係, 籌備顧客聚會活動	F.5 or above, Proficiency in Cantonese & English. Immediately available is preferred, to be trained at store as a crew trainee and crew staff before CSA training.	Recruitment Hotline: 25656000, Online application: <a href="http://www.mcdonalds.com.hk/chinese/career/career.htm">www.mcdonalds.com.hk/chinese/career/career.htm</a>
				McCafe Trainee	50	Any	為顧客提供優質的用餐服務, 推廣McCafe產品, 與顧客建立良好關係, 製作咖啡飲品	F.5 or above, Proficiency in Cantonese & English. Immediately available is preferred, to be trained at store as a crew trainee before McCafe training.	

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Banking / Financial & Investment / Insurance / Accountancy	DB	AEGON Direct Marketing Services Hong Kong	<a href="http://www.adms-asia.com">www.adms-asia.com</a>	電話保險顧問	60	BA	負責推廣及解答保險產品 (無須外勤工作)	中五或以上程度及流利廣東話	招聘熱線: 2528-2199 或請將履歷電郵至 recruit@globalinkmanagement.com

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Manufacturing / Engineering	D11	Pro-Technic Machinery Ltd. 寶力機械有限公司	<a href="http://www.protechnic.com.hk">www.protechnic.com.hk</a>	Sales Trainees	3	MM/EE	Promote & sell machinery products & seek for potential customers in the market	Willing to travel to China frequently, Good command of English and Mandarin	By email: <a href="mailto:admin@protechnic.com.hk">admin@protechnic.com.hk</a> Tel: 2428 2727 Fax :2480 4764
				Assistant Service Coordinators	2	MM/EE	Leading the parts team, the incumbent will be responsible for co-ordinating with suppliers and customers on machinery parts	Good computer knowledge, Good communication skill in handling suppliers and customer, Good English and Mandarin	By email: <a href="mailto:admin@protechnic.com.hk">admin@protechnic.com.hk</a> Tel: 2428 2727 Fax :2480 4764
				Support Engineers Trainees	2	MM/EE	Support sales of China offices through answering commercial/technical inquiries before sales, and following projects & solving issues after sales. Liaison with various internal departments and overseas suppliers. Add value to the communication. Pro-actively monitor inquiries & projects.	- Have knowledge in China trade / Shipping an advantage - Good communication and interpersonal skills - Good command of English and Mandarin	By email: <a href="mailto:admin@protechnic.com.hk">admin@protechnic.com.hk</a> Tel: 2428 2727 Fax :2480 4764
Banking / Financial & Investment / Insurance / Accountancy	C06	Wachovia Bank, National Association 美聯銀行	<a href="http://www.wachovia.com">www.wachovia.com</a>	Trade Operations Specialist	40	ALL	- Prepare all import and export L/C items, shipping documents, negotiation schedules, collections, BL and prepare payments using respective in-house system independently - Check import/export bills documents and apply knowledge of commercial law/government regulations, e.g. OFAC, UCP600 - Handle departmental administrative duties, if necessary	- Diploma / HD in Financial Services, Import / Export Studies, Transport & Logistics Studies or any other relevant studies - Hands on experience in MS Words & Excel - Able to work on HK public holidays - Good team player and willing to learn - Additional shift allowance will be offered for non regular working hours - Working hours: Monday to Friday from 9am – 6pm / 4pm – 1am / 9pm – 6am	Send detailed resume with expected salary to: Recruiting Solutions, Asia Pacific, Wachovia Bank, National Association (A Restricted License Bank in Hong Kong) at 7/F, Cityplaza Four, 12 Taikoo Wan Road, Taikoo Shing, Island East, HK or email to <a href="mailto:hkhr@wachovia.com">hkhr@wachovia.com</a> or fax to our confidential fax no. 2509-4648. (Please state the position title on the subject.)
Banking / Financial & Investment / Insurance / Accountancy	C06	Wachovia Bank, National Association 美聯銀行	<a href="http://www.wachovia.com">www.wachovia.com</a>	Funds Transfer Specialist (Overnight Shift)	10	ALL	- Process payments in Funds Transfer environment in a timely manner - Interact with other department and staff - Back up Assistant Team Head / Team Head where necessary	- Diploma / HD in Financial Services, Import / Export Studies, Transport & Logistics Studies or any other relevant studies - Good communication skills in both spoken and written English/Chinese - Hands on experience in Microsoft Office applications - Able to work independently and able to work on HK Public Holidays is essential - Additional shift allowance will be offered for overnight shift - Working hours: Monday to Friday from 9pm – 6am	Send detailed resume with expected salary to: Recruiting Solutions, Asia Pacific, Wachovia Bank, National Association (A Restricted License Bank in Hong Kong) at 7/F, Cityplaza Four, 12 Taikoo Wan Road, Taikoo Shing, Island East, HK or email to <a href="mailto:hkhr@wachovia.com">hkhr@wachovia.com</a> or fax to our confidential fax no. 2509-4648. (Please state the position title on the subject.)
Banking / Financial & Investment / Insurance / Accountancy	C06	Wachovia Bank, National Association 美聯銀行	<a href="http://www.wachovia.com">www.wachovia.com</a>	Customer Care Specialist	10	ALL	- Handle enquiries on international funds transfer, TPS/RCS items and checks (Cash letter/FSC/ICS) - Assist Supervisor in preparing monthly reports - Handles daily customer inquiry on simple accounts - Open case for each inquiry for further investigation and work closely with other Representative offices, foreign banks, foreign correspondent banks and Wachovia Branches in resolving problems and reverts to customers in a timely manner	- Diploma / HD in Financial Services, Import / Export Studies, Transport & Logistics Studies or any other relevant studies - Good in both spoken and written English and preferably with knowledge in Mandarin - Good investigation and problem solving skills with sound customer services senses - Willing to provide support on flexible working hours/working days - Able to work on HK public holidays - Additional shift allowance will be offered for non regular working hours - Working hours: Monday to Friday from 9am – 6pm / 12noon – 9pm / 3pm – 12am	Send detailed resume with expected salary to: Recruiting Solutions, Asia Pacific, Wachovia Bank, National Association (A Restricted License Bank in Hong Kong) at 7/F, Cityplaza Four, 12 Taikoo Wan Road, Taikoo Shing, Island East, HK or email to <a href="mailto:hkhr@wachovia.com">hkhr@wachovia.com</a> or fax to our confidential fax no. 2509-4648. (Please state the position title on the subject.)
Design	DB	Roy Mark (Asia) Limited 禾麥(亞洲)有限公司	<a href="http://www.roymarkprint.com/">http://www.roymarkprint.com/</a>	Sales Executive	5	DE	- Responsible for selling the entire design & printing services through scheduled customer visits - Understand customer's requirement and company structure leading to thorough penetration of the assigned accounts - Responsible for preparing quotations while maintaining and improving customer relations - Co-ordinate Project Printing with our Design & Production Team	- An aggressive business driver - Outgoing, professional appearance and initiative - With a strong sense of responsibility - Excellent interpersonal & communication skill - Good PC knowledge is a must - Able to deal with tight deadlines, work under pressure & overtime	send application letter with resume by e-mail to the following address: <a href="mailto:rossettisun@roymark.com.hk">rossettisun@roymark.com.hk</a>
Catering	B10	PizzaExpress (HK) Ltd	<a href="http://www.pizzaexpress.com.hk">www.pizzaexpress.com.hk</a>	Waiter/Waitress	10	Ho	To provide an efficient service to the public and to ensure that the company standards are maintained at all times. Service of food and drink in accordance with the standard that the company requires.	F.3 or above, outgoing & friendly personality, be able to communicate in English, flexible working schedule	Email: <a href="mailto:donna@pizzaexpress.com.hk">donna@pizzaexpress.com.hk</a> Fax: 2850 7848 Telephone: 2123 1083
				Chef	3	Ho	To provide a speedy, efficient service of food and to ensure that the company standards are maintained at all times. Production of food to company standards in exchange for written orders, checking delivery for quality and quantity, perishable stock usage against requirements, cleanliness of working area and equipment.	F.3 or above, outgoing & friendly personality, be able to communicate in English, flexible working schedule	Email: <a href="mailto:donna@pizzaexpress.com.hk">donna@pizzaexpress.com.hk</a> Fax: 2850 7848 Telephone: 2123 1083
				Supervisor	2	Ho	The main purpose of this role is to assist the Restaurant Manager in ensuring that the highest possible standards of service are achieved whilst maintaining a harmonious atmosphere between the team and the restaurant overall	F.5 or above, outgoing & friendly personality, fluent in English, flexible working schedule	Email: <a href="mailto:donna@pizzaexpress.com.hk">donna@pizzaexpress.com.hk</a> Fax: 2850 7848 Telephone: 2123 1083
Telecommunication / Communication	A01	China Mobile Peoples Telephone Company Limited 中國移動通訊有限公司	<a href="http://www.peoples.com.hk">www.peoples.com.hk</a>	Account Manager	15	-	- Explore corporate market and achieve Company sales target - Prepare sales proposals and conduct presentations to customers - Provide one-stop services and maintain rapport to our corporate customers	- Form 7 or above with at least 1 year's relevant experience, preferably gained in telecom / IT industry - Good interpersonal and presentation skills - Good knowledge of computer and PDA devices is an advantage - Good command of both spoken and written English and Cantonese/Chinese, Putonghua preferable - Candidates with solid experience in business development of mobile data solution and BlackBerry services will be considered for senior positions	By E-mail: <a href="mailto:jhyma@peoplesphone.com.hk">jhyma@peoplesphone.com.hk</a> By Mail: HR Dept, 8/F, Manhattan Ctr, 8 Kwai Chung Rd, Kwai Chung, N.T By Fax: 2421 6334
				Sales Executive	15	-	- Responsible for selling and promoting our products and services in our retail outlets - Provide efficient and quality services for our customers	- Form 5 or above with at least 1 year's sales experience in telecom industry - Good command of spoken English and Cantonese, Putonghua preferable - Good communication and interpersonal skills - Hands-on experience of PC operations, preferably with PDA knowledge - Able to perform shift duty with 10 to 12 hours per day	
				Customer Care Executive - Hotline	10	-	- Handle incoming telephone enquiries and complaints in a courteous customer service manner	- Form 5 or above with 1 year's hotline operation experience - Customer service oriented, pleasant voice and personality - Good command of spoken English and Cantonese, Putonghua preferable - Hands-on experience of PC operations and Internet knowledge - Able to perform shift duty with 8.5 hours per day and 5 days per week including Sundays & Public Holidays	

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Telecommunication / Communication	A01	China Mobile Peoples Telephone Company Limited 中國移動國際電話有限公司	<a href="http://www.peoples.com.hk">www.peoples.com.hk</a>	Customer Relations Officer	10	-	<ul style="list-style-type: none"> <li>Promote our mobile products and services through inbound and outbound telephone activities</li> <li>Handle customers' inquiries in a courteous manner</li> </ul>	<ul style="list-style-type: none"> <li>Form 5 or above with relevant experience preferable</li> <li>Self-motivated, good telephone manner and selling skills</li> <li>Able to perform shift duty with 8.75 hours per day and 5 days per week including Sundays &amp; Public Holidays</li> </ul>	By E-mail: <a href="mailto:jhyma@peoplesphone.com.hk">jhyma@peoplesphone.com.hk</a> By Mail: HR Dept, 8/F, Manhattan Ctr, 8 Kwai Chung Rd, Kwai Chung, N.T By Fax: 2421 6334
				Technician - Switching Network	18	IT	<ul style="list-style-type: none"> <li>Perform first line O&amp;M support for GSM mobile network and manage switch centre facility</li> <li>Assist in trouble shooting and handle service complaints</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Telecommunications, Computer Science or equivalent</li> <li>Relevant working experience of computer network / telecom industry</li> <li>Knowledge of UNIX OS platform and TCP/IP is an advantage</li> <li>Good command of spoken English and Cantonese, Putonghua preferable</li> <li>Able to perform 24-hours shift duty is a must</li> </ul>	
				Programmer	3	IT	<ul style="list-style-type: none"> <li>Develop and support various business systems such as VAS, POS, Billing systems, etc</li> <li>Assist in project implementation, system testing &amp; documentation</li> <li>Provide technical support to end users on various business systems</li> </ul>	<ul style="list-style-type: none"> <li>Degree holder in Computer Science or related disciplines</li> <li>Proficiency in Java, C, XML, RDBMS and web technologies</li> <li>Experience of system development on UNIX platform preferable</li> <li>Familiar with HTTP and WAP protocol with knowledge in mobile industry is an advantage</li> <li>Fresh graduates will be considered</li> </ul>	

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Telecommunication / Communication	A02	PCCW Solutions Limited 電訊盈科企業方案有限公司	<a href="http://www.pccwsolutions.com">www.pccwsolutions.com</a>	IT Helpdesk Agent	5	Any	<ul style="list-style-type: none"> <li>- Handle incoming inquiries, incidents and problems via phone, email and fax by following the ISO20000 / ITIL standard</li> <li>- Perform tier one trouble shooting and problem analysis on IT service</li> <li>- Coordinate with both internal technical support and external vendor(s) for scheduled and non-scheduled activities</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma / Higher Diploma in any discipline</li> <li>- Possess basic operation knowledge in Windows / Unix / Network is advantageous</li> <li>- Excellent PC &amp; communication skill</li> <li>- Strong initiative to learn</li> <li>- Shift duty required</li> <li>- Work Location: Causeway Bay</li> </ul>	By email / fax : Email: hrbes@pccw.com Fax: 2989 6309
				Systems Administrator	10	IT / EE	<ul style="list-style-type: none"> <li>- Responsible for day-to-day support in our IT Service Management Center / Data Center</li> <li>- Perform network and systems monitoring and surveillance to ensure service availability</li> <li>- Perform trouble shooting and problem analysis</li> <li>- Carry out computer operations tasks according to scheduled and stated procedures</li> <li>- Handle operational changes or problems while ensuring proper control procedures are in place</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma in IT-related discipline preferred</li> <li>- Possess basic operation knowledge in Windows / Unix / Network / Database is advantageous</li> <li>- Excellent PC &amp; communication skill</li> <li>- Strong initiative to learn</li> <li>- Shift duty required</li> <li>- Working location: Quarry Bay / Causeway Bay / TST / Cyberport / Wanchai / Fanling</li> </ul>	
				Technical Support	8	IT / EE	<ul style="list-style-type: none"> <li>- Perform Windows server setup, including OS installation, centralized backup setup and service monitoring setup</li> <li>- Implement standard hardening on OS level</li> <li>- Perform on-site/remote desktop support for software installation/removal and troubleshooting</li> <li>- Perform desktop inventory check and maintain accurate record of customers' assets</li> <li>- Create and maintain technical documentation for daily support</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma / Higher Diploma in IT-related discipline preferred</li> <li>- Holder of MCP, MCSE, MCDST is advantageous</li> <li>- Good knowledge of Windows 2000, Windows 2003/Windows XP/Windows Vista</li> <li>- Good communication skill</li> <li>- Strong initiative to learn</li> </ul>	
				Technical Officer / Technician	8	EE	He/She will participate in high-valued and large-scale telecommunication / engineering projects and develop to be an engineering professional on development, operation and support of engineering systems such as aviation system, marine radar system, AV system, etc.	<ul style="list-style-type: none"> <li>- Diploma or Higher Certificate in Computer/ Electronic / Communication Engineering</li> <li>- Basic knowledge and skills in computer, electronic or telecommunications engineering and IT systems</li> <li>- Able to work under pressure and good interpersonal skills</li> <li>- Shift duty required</li> </ul>	
				Logistic Supervisor	2	BA / EE	<ul style="list-style-type: none"> <li>- To lead and motivate a team of staff to provide data input services</li> <li>- To prepare operating procedures and train up the staff to follow on the procedures</li> <li>- To identify improvement opportunities to enhance the staff productivity and services quality</li> <li>- To ensure all services are cost effective, in good quality and meet customer requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or Higher Certificate in Business Administration / Logistics / Engineering</li> <li>- Proficiency in common PC software and exposure to different systems</li> <li>- Able to communicate effectively in both written and spoken English and Chinese</li> </ul>	
I.T.	C12	TOGO Pacific Limited 道高太平洋有限公司	<a href="http://www.togo-pac.com">www.togo-pac.com</a>	Programmer	2	IT	<ul style="list-style-type: none"> <li>- Provide programming support to the Web-based system</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge in HTML, DHTML, Javascript, ASP, ASP.NET, SQL is an advantage</li> <li>- Self-discipline, hard-working, willing to learn, and able to work under pressure</li> <li>- Good analytical, interpersonal and communication skills</li> </ul>	By email: recruit@togo-pac.com
				Project Coordinator	1	BA / IT	<ul style="list-style-type: none"> <li>- Responsible for ERP Project Implementation and Project Management, including User Requirement Study, Documentation, System Testing, and User Training.</li> <li>- Provide customer support to our corporate clients</li> </ul>	<ul style="list-style-type: none"> <li>- Customer and Result-oriented with strong business acumen.</li> <li>- Self-motivated, hard-working, willing to learn, and able to work under pressure</li> <li>- Good analytical, presentation and communication skills</li> <li>- Good in both spoken and written English, Mandarin and Cantonese.</li> </ul>	
				Software QA Executive	1	BA / IT	<ul style="list-style-type: none"> <li>- Responsible for software testing and quality assurance support to the Web-based system</li> </ul>	<ul style="list-style-type: none"> <li>- Detail-minding with strong analytical skill</li> <li>- Customer and Result-oriented with strong business acumen.</li> <li>- Self-motivated, hard-working, willing to learn, and able to work under pressure</li> </ul>	
				Customer Service Executive	1	BA	<ul style="list-style-type: none"> <li>- Provide hotline support to customer enquiries</li> <li>- Provide administrative support to Project Implementation Team</li> </ul>	<ul style="list-style-type: none"> <li>- Good interpersonal and communication skills with good telephone manner.</li> <li>- Mature, independent, hard-working and willing to learn.</li> <li>- Good in spoken Cantonese, English and Mandarin.</li> </ul>	
				Sales Executive	1	BA / IT	<ul style="list-style-type: none"> <li>- Assist Account Manager to sell our ERP solutions to corporate clients</li> <li>- To prepare quotations and answer customer enquiries</li> </ul>	<ul style="list-style-type: none"> <li>- Sales experience is an advantage</li> <li>- Customer and Result-oriented with strong business acumen.</li> <li>- Self-motivated, hard-working, willing to learn, and able to work under pressure</li> <li>- Good analytical, presentation and communication skills</li> <li>- Good in both spoken and written English, Mandarin and Cantonese.</li> </ul>	
Manufacturing / Engineering	B18	Hong Kong Aircraft Engineering Co. Ltd. 香港飛機工程有限公司	<a href="http://www.haeco.com">www.haeco.com</a>	Aircraft Engineering Licence Trainee	350	EE, MM	<ul style="list-style-type: none"> <li>- undergo a 3-yr aircraft maintenance training scheme that develops them to become a licensed aircraft maintenance engineer.</li> </ul>	HD or Degree in engineering	e-mail to career@haeco.com
				Aircraft Engineering Technician Trainee		EE, MM	<ul style="list-style-type: none"> <li>- undergo a 2-yr aircraft maintenance training scheme that develops them to become a licensed aircraft maintenance technician.</li> </ul>	Dip/HD in engineering	
Manufacturing / Engineering	B18	Hong Kong Aircraft Engineering Co. Ltd. 香港飛機工程有限公司	<a href="http://www.haeco.com">www.haeco.com</a>	Aircraft Maintenance Craftsman Trainee		-	<ul style="list-style-type: none"> <li>- undergo a 1-yr aircraft maintenance training scheme that develops them to be a Craftsman.</li> </ul>	Foundation Diploma (Technical Stream)/Dip in vocational studies (Engineering Stream)	e-mail to career@haeco.com
				Maintenance Planner Trainee	10	AS, EE, MM	<ul style="list-style-type: none"> <li>- undergo a 1-yr training scheme that enables them to become a competent aircraft maintenance planner.</li> </ul>	Form 5 graduate with 5 passes in HKCEE (including English); HD will be an advantage.	
				Administration Assistant	5	BA	<ul style="list-style-type: none"> <li>- provide administrative support to a department. Duties include preparing reports, letters and correspondence and performing other clerical tasks.</li> </ul>	Form 5 graduate with 5 passes in HKCEE (including English); Form 7 graduate / commercial diploma will be an advantage.	
				Shipping Assistant/Material Control Assistant	10	-	<ul style="list-style-type: none"> <li>- handle Import/Export shipment</li> </ul>	Form 5 graduate	

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Construction	B19	Gammon Construction Limited 金門建築有限公司	<a href="http://www.gammonconstruction.com">www.gammonconstruction.com</a>	Assistant Engineer (Civil)	4-5	CN	<ul style="list-style-type: none"> <li>- Assisting in site supervision</li> <li>- Attending project meeting</li> <li>- General administration and documentation work</li> <li>- Keep site records</li> <li>- Supporting site Engineers with daily work</li> </ul>	<ul style="list-style-type: none"> <li>- Graduates from relevant Higher Diploma Programs;</li> <li>- Passionate in joining the construction industry;</li> <li>- Energetic, hardworking and willing to learn;</li> <li>- Able to communicate in English and Chinese.</li> </ul>	E-mail resume and academic results to <a href="mailto:hrdept@gammonconstruction.com">hrdept@gammonconstruction.com</a>
				Assistant Engineer (Building)	2				
				Assistant Engineer (Building Services)	1-2				
				Assistant Engineer (Mechanical)	4				
				Assistant Quantity Surveyor	5				
Trading	DB	Swedish Trading Company Limited 瑞典洋行有限公司	<a href="http://www.swedishtrading.com">www.swedishtrading.com</a>	Sales Engineer	3	MM	- prepare quotation, account follow up, explore new market	- aggressive, hard working, willing to face challenge, interest in sales and marketing	By email: <a href="mailto:lever.lee@stihgroup.com">lever.lee@stihgroup.com</a>
				Workshop Technician (Junior)	3	MM	- repair water pump and wastewater equipment	- cooperative and willing to learn, hard working, engineering mind	By email: <a href="mailto:lever.lee@stihgroup.com">lever.lee@stihgroup.com</a>
Others	C11	The Hong Kong Jockey Club 香港賽馬會	<a href="http://www.hkjc.org.hk">www.hkjc.org.hk</a>	Waiter (Coffee Shop/Western Restaurant/Chinese Restaurant)	10	Ho	provide quality food & beverage products & services to Members and guests	<ul style="list-style-type: none"> <li>- major in Hotel &amp; Catering Management</li> <li>- interested in food &amp; beverage sector</li> <li>- customer service oriented</li> </ul>	send application letter and CV to recruitment website <a href="mailto:recruit@hkjc.org.hk">recruit@hkjc.org.hk</a>
				Receptionist (Coffee Shop/Western Restaurant)	2				
				Food Plaza Assistant	3				
				Stewarding Assistant	1				
				Junior Cook (Coffee Shop/Western Restaurant/Chinese Restaurant)	4				
				Event Co-ordinator	1				
Others	C11	The Hong Kong Jockey Club 香港賽馬會	<a href="http://www.hkjc.org.hk">www.hkjc.org.hk</a>	F&B Co-ordinator	1	Ho	provide quality food & beverage products & services to Members and guests	<ul style="list-style-type: none"> <li>- major in Hotel &amp; Catering Management</li> <li>- interested in food &amp; beverage sector</li> <li>- customer service oriented</li> </ul>	send application letter and CV to recruitment website <a href="mailto:recruit@hkjc.org.hk">recruit@hkjc.org.hk</a>
				Part-time Junior Cook (Chinese Kitchen)	10	Chinese Catering Studies	provide quality food & beverage products & services to Members and guests	- prior relevant working experience required	
Others	C11	The Hong Kong Jockey Club 香港賽馬會	<a href="http://www.hkjc.org.hk">www.hkjc.org.hk</a>	Part-time Junior Cook (Western Kitchen)	10	Hotel & Catering Management	provide quality food & beverage products & services to Members and guests	- prior relevant working experience required	send application letter and CV to recruitment website <a href="mailto:recruit@hkjc.org.hk">recruit@hkjc.org.hk</a>
				Part-time Waiter/ress	10	Hotel & Catering Management	provide quality food & beverage products & services to Members and guests		
				Recreation Attendant	2	Recreation Management or Leisure Management	provide quality recreation services to Members and guests	<ul style="list-style-type: none"> <li>- major in Hotel &amp; Catering Management</li> <li>- interested in recreation sector</li> <li>- customer service oriented</li> </ul>	
				Recreation Assistant	2				

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
				Membership Relationship Assistant	2				
				Membership Assistant	2				

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Travel / Tourism	C15	Swire Travel Ltd 太古旅遊有限公司	<a href="http://www.swiretravel.com">www.swiretravel.com</a>	Travel Officer	6	HO	<ul style="list-style-type: none"> <li>- To make reservations for air ticket, hotel, tour, train, ferry &amp; car hiring etc.</li> <li>- To assist customers in planning their business/leisure travel to overseas destinations</li> <li>- To manage corporate travel clients' profiles in the system</li> <li>- To participate in the refined customer service practice</li> </ul>	<ul style="list-style-type: none"> <li>- Major / certificate in tourism or related disciplines</li> <li>- Fluent in both spoken and written English &amp; Chinese including Putonghua</li> <li>- Pro-active, outgoing and enthusiastic individuals with good attention to details</li> </ul>	By Post or email to christinama@swiretravel.com
Banking / Financial & Investment / Insurance / Accountancy	C04	Nanyang Commercial Bank Limited 南洋商業銀行	<a href="http://www.ncb.com.hk">www.ncb.com.hk</a>	Tellers	15	All	Responsible for providing counter services, answering customers' enquiries and cross-selling banking products.	<ul style="list-style-type: none"> <li>- Recent graduates with associate degree / higher diploma / diploma qualifications</li> <li>- Proactive, eager to learn and able to work under pressure</li> <li>- Detail-minded and have good communication skills</li> <li>- Pleasant character with customer-oriented attitude</li> </ul>	Fax: 2545 5488 Mail: 151 Des Voeus Rd, Central HK (Walk-in interview in career exhibition)
				Clerks	15	All	Responsible for the clerical duties in one of the following units: - Branch Operations - Loans Operations - Trade Services	<ul style="list-style-type: none"> <li>- Recent graduates with associate degree / higher diploma / diploma qualifications</li> <li>- Detail-minded, able to work under pressure and finish job tasks within a tight time frame</li> <li>- Proficient in PC application including MS Word, Excel, Access and Chinese typing</li> </ul>	
I.T.	B07	Fevaworks Solutions Limited / Fevaworks Technology Limited	<a href="http://www.fevaworks.net/">www.fevaworks.net/</a> <a href="http://www.fevaworks.com">www.fevaworks.com</a>	Sales Executives	2	ALL	Being a member of our Learning Team, you are responsible for providing consultative selling to promote our full range of learning products to both corporate / consumer clients. You are also required to conduct needs analysis to identify customers' needs, formulate learning plans, coordinate training projects and provide professional after-sale service.	<ul style="list-style-type: none"> <li>- Higher diploma or above in Information Technology or business related discipline</li> <li>- Assertive, result-oriented and able to work under pressure</li> <li>- Excellent presentation and communication skills</li> <li>- Proficient in both written and spoken English and Chinese</li> <li>- Proven track record will be an added advantage</li> <li>- Candidate with more experience will be considered as Senior Sales Executive</li> </ul>	Send CV to hr@fevaworks.com or interview during the exhibition
				Customer Services	2	ALL	<ul style="list-style-type: none"> <li>- Responsible for handling student enquires and student affairs</li> <li>- Administering course registration</li> <li>- Performing after-sale services</li> <li>- Performing cashier functions at reception counter</li> </ul>	<ul style="list-style-type: none"> <li>- Fresh graduate will be considered</li> <li>- Good telephone manner and communication skills</li> <li>- High degree of responsibility, sincere and good working attitude</li> <li>- Hardworking, self-motivated and willing to work on shift model - shift on weekdays and weekends</li> </ul>	
				Part Time Customer Services	5	ALL	<ul style="list-style-type: none"> <li>- Responsible for handling student enquires and student affairs</li> <li>- Administering course registration</li> <li>- Performing after-sale services</li> <li>- Performing cashier functions at reception counter</li> </ul>	<ul style="list-style-type: none"> <li>- Fresh graduate will be considered</li> <li>- Good telephone manner and communication skills</li> <li>- High degree of responsibility, sincere and good working attitude</li> <li>- Hardworking, self-motivated and willing to work on shift model - shift on weekdays and weekends</li> </ul>	
I.T.	B07	Fevaworks Solutions Limited / Fevaworks Technology Limited	<a href="http://www.fevaworks.net/">www.fevaworks.net/</a> <a href="http://www.fevaworks.com">www.fevaworks.com</a>	Trainer Trainee	3	ALL	<ul style="list-style-type: none"> <li>- Deliver high quality training courses (Microsoft, IT, Adobe, Design, PMP, ITIL etc)</li> <li>- Keep up with latest technologies</li> <li>- Participate in the development of new courses and the improvement of existing courses</li> <li>- Produce, refine or update training material to meet course requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Holder of IT Certificates like MCTS, MCITP, CCNA, CCNP, MCSE, PMP, ITILF, MOS, ACE etc</li> <li>- Ability to learn technical material quickly</li> <li>- Excellent communication and presentation skills</li> <li>- Energetic and self-motivated with strong interpersonal skills with people of different levels, backgrounds and personality styles</li> <li>- Fresh graduate will be considered</li> </ul>	Send CV to hr@fevaworks.com or interview during the exhibition
I.T.	B07	Fevaworks Solutions Limited / Fevaworks Technology Limited	<a href="http://www.fevaworks.net/">www.fevaworks.net/</a> <a href="http://www.fevaworks.com">www.fevaworks.com</a>	Part Time Trainer	5	ALL	<ul style="list-style-type: none"> <li>- Deliver high quality training courses (Microsoft, IT, Adobe, Design, PMP, ITIL etc)</li> <li>- Keep up with latest technologies</li> <li>- Participate in the development of new courses and the improvement of existing courses</li> <li>- Produce, refine or update training material to meet course requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Solid industrial working experience is a MUST</li> <li>- Holder of IT Certificates like MCTS, MCITP, CCNA, CCNP, MCSE, PMP, ITILF, MOS, ACE etc</li> <li>- At least 1 years training experience</li> <li>- Ability to learn technical material quickly</li> <li>- Excellent communication and presentation skills</li> <li>- Energetic and self-motivated with strong interpersonal skills with people of different levels, backgrounds and personality styles</li> </ul>	Send CV to hr@fevaworks.com or interview during the exhibition
				Web Programmer	1	IT	<ul style="list-style-type: none"> <li>- Work with Web Designer to deliver the best quality for the projects</li> <li>- Assist project leader to achieve IT projects for our clients</li> <li>- Assist in user requirements gathering, functional and technical design, system architecture, database and web application design and development</li> </ul>	<ul style="list-style-type: none"> <li>- Higher Diploma in Computer Science, Information Technology or related disciplines</li> <li>- 0-2 years relevant work experience</li> <li>- Hands-on experience in using VB, ASP, ASP.Net, PHP, JavaScript development is a must</li> <li>- Hands-on experience in SQL / MYSQL database</li> <li>- Knowledge of web application development and program design under Windows and Linux servers</li> <li>- Work independently and under pressure</li> </ul>	
				Freelance Programmer	5	IT	<ul style="list-style-type: none"> <li>- Work with Web Designer to deliver the best quality for the projects</li> <li>- Assist in functional and technical design, system architecture, database and web application design and development</li> </ul>	<ul style="list-style-type: none"> <li>- Hands-on experience in using VB, ASP, ASP.Net, PHP, JavaScript development is a must</li> <li>- Hands-on experience in SQL / MYSQL database</li> <li>- Knowledge of web application development and program design under Windows and Linux servers</li> </ul>	
Property Management	A11	Synergis Management Services Limited 新昌管理服務有限公司	<a href="http://www.synergis.com.hk">www.synergis.com.hk</a>	In-flat inspection Ambassadors / In-flat Inspection Ambassador Assistants	Total 60	CN	<ul style="list-style-type: none"> <li>- To conduct survey &amp; inspection on building conditions inside domestic flats &amp; external areas in public housing estates</li> <li>- To brief, educate &amp; guide EMAC, MAC members, Owner's Committee (OC) &amp; tenants on home caring &amp; the importance of proper maintenance</li> <li>- To establish with tenants &amp; EMAC a good relationship &amp; communication network</li> <li>- To manage Maintenance Education Path (MEP) center to promote maintenance in public rental housing</li> <li>- To record the maintenance condition; to prepare specifications/work orders; to check cost estimates &amp; supervise repair works to ensure satisfactory completion</li> <li>- To prepare &amp; update program &amp; data base</li> </ul>	<ul style="list-style-type: none"> <li>- Holder of Degree / Associate Degree / Higher Diploma in Surveying / Building / Architecture / Civil / Structural Engineering from IVE / University or equivalent with at least 1 year relevant working experience in building maintenance</li> <li>- Grade E or above in Chinese Language and English Language (Syllabus B) in the HKCEE or equivalent</li> <li>- Well versed in the application of Microsoft Word, Excel &amp; PowerPoint</li> <li>- With positive working attitude &amp; service-oriented mindset</li> <li>- Those with less than 1 year experience can be considered for the post of IIAA</li> </ul>	By mail to: 6/F, Hsin Chong Ctr, 107-109 Wai Yip St, Kwun Tong, Kln By email to: synergis-hr@synergis.com.hk

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method	
Testing	D10	Bureau Veritas Hong Kong Limited 立維標準公署香港有限公司	<a href="http://www.bureauveritas.com">www.bureauveritas.com</a>	Chemical Testing Technician / Chemist Trainee (Ref.: IVE/AL/T)	60	-	<ul style="list-style-type: none"> <li>- Reviewing samples, breakdown and assigning test for different parts of sample Conducting chemical tests including heavy metal or organic product analysis</li> <li>- Operating with analytical instruments (e.g. GC, ICP, HPLC, AAS)</li> <li>- Preparing testing samples such as chemical extraction and digestion</li> <li>- Generating testing results and reports</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma/ Higher Diploma in Science stream, highly preferable in Chemistry, Analytical Science, Chemical Technology or other related discipline</li> <li>- With logical mind and attentive to details</li> <li>- No working experience is required</li> </ul>	Interested parties please apply with full resume stating present and expected salary and date of availability to the Human Resources Division, Bureau Veritas Hong Kong Limited via one of the following channels : Email : bvqps_c3@hk.bureauveritas.com Mail : Unit 1219, Vanta Industrial Centre, 21-33 Tai Lin Pai Road, Kwai Chung, N.T. Fax : 2422 1629 Please mark "CONFIDENTIAL" and position applied with reference no. on your application. For more Company details, please visit <a href="http://www.bureauveritas.com">www.bureauveritas.com</a> or <a href="http://www.cps.bureauveritas.com">www.cps.bureauveritas.com</a> .	
				Engineer Trainee – Toys Testing (Ref.: IVE/Toys/ET)	40	-	<ul style="list-style-type: none"> <li>- Review toys sample from technical point of view</li> <li>- Identify specific safety test for the toys samples according to international safety standard &amp; requirement</li> <li>- Conduct physical &amp; mechanical test for toys &amp; juvenile products</li> <li>- Generate and review testing results and reports</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma/ Higher Diploma or above in any disciplines, Science background preferred</li> <li>- Good spoken and written English and Chinese</li> <li>- Good analytical skill and detail-minded</li> <li>- Willing to work overtime frequently during peak seasons</li> <li>- No working experience is required</li> </ul>		
				Textile Testing Trainee (Ref.: IVE/SLE/T)	20	-	<ul style="list-style-type: none"> <li>- The successful candidate will be responsible for: <ul style="list-style-type: none"> <li>- Arranging samples for performing physical and textile testing on men's, women's and children's apparel, accessories, soft textiles, fabrics and footwear</li> <li>- Organizing and preparing technical testing results and reports</li> <li>- Supporting internal laboratory staff on providing best solutions to our clients</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or above in any Science or Engineering subject preferably in Textile and Clothing Studies</li> <li>- Knowledge in various testing concepts and practices is an advantage</li> <li>- Committed to developing in quality testing field</li> <li>- Positive attitude, willing to work hard</li> <li>- No working experience is required</li> <li>- Training will be provided to candidate without any knowledge or experience in textile testing field</li> </ul>		
				Customer Services Coordinator (Ref.: IVE/CSC)	20	-	<ul style="list-style-type: none"> <li>- The incumbent will work in our Testing Lab and be responsible for: <ul style="list-style-type: none"> <li>- Reviewing quantity and quality of samples from clients for product testing</li> <li>- Preparing various kinds of testing reports, quotations and invoices</li> <li>- Coordinating with internal laboratory staff and gathering testing results</li> <li>- Communicating with clients on submission of orders, handling technical enquiries or complaints</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Higher Diploma in any disciplines, preferably with Science or Engineering background</li> <li>- Strong interest to develop in customer services field</li> <li>- Good in both written and spoken English and Chinese including Mandarin</li> <li>- Good interpersonal, communication and problem solving skills</li> <li>- Responsible person with a can-do attitude, patient, willing to work overtime</li> <li>- No relevant working experience is required</li> </ul>		
				Electrical Product Testing Technician (Ref.: IVE/EL/T)		-	<ul style="list-style-type: none"> <li>- The successful candidate will be responsible for <ul style="list-style-type: none"> <li>- Conduct electrical and electronic testing for electrical products</li> <li>- Handle equipment maintenance, sample preparation, testing data recording and other technical jobs as assigned.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Diploma/ Higher Diploma in Electrical / Electronics/ Mechanical Engineering or related disciplines</li> <li>- Good electrical knowledge, an advantage with basic knowledge of testing standards for electrical products</li> <li>- Strong interest to develop in quality testing area</li> <li>- No working experience is required</li> </ul>		
I.T.	B01	Jardine OneSolution (HK) Limited 怡和科技(香港)有限公司	<a href="http://www.jos.com">www.jos.com</a>	Account Service Executive	2	BA	<ul style="list-style-type: none"> <li>- Responsible for selling fast moving IT products, office supplies and stationery products to our corporate accounts through telephone and handling customer enquiries.</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent telephone manner and communication skills</li> <li>- Customer oriented, good attention to details and logistics</li> <li>- Hands-on computer skills in MS Word &amp; Excel</li> <li>- Experience of selling IT / PC products is preferred</li> </ul>	On-Site Interviews	
				Engineering Trainee	20	MM, EE, IT	<ul style="list-style-type: none"> <li>- Responsible for installation and maintenance of PC / telephone system</li> </ul>	<ul style="list-style-type: none"> <li>- Strong comprehension of technical knowledge with basic technical competence</li> <li>- Service Orientation &amp; good problem solving skills</li> <li>- good communication skills M3</li> </ul>		
				Customer Service Officer / IT Helpdesk Support Engineer	2	IT	<ul style="list-style-type: none"> <li>- Responsible for providing remote technical support services on desktop, servers and networks to our customers in HK and overseas</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge in Microsoft Windows 2000 / XP Prof and 2000 / 2003 Server (Active Directory), Microsoft Exchange, Microsoft Office, Lotus Notes, Cisco network products</li> <li>- Experience in IT helpdesk services will be an advantage</li> <li>- Knowledge in UNIX/LINUX and database will be an advantage</li> <li>- Customer-oriented, team player, self-motivated and able to work under pressure</li> <li>- Good analytical, communication and interpersonal skills</li> <li>- Good in written English; fluent in spoken English and Cantonese; knowledge of Mandarin is a plus</li> </ul>	On-Site Interviews	
I.T.	B01	Jardine OneSolution (HK) Limited 怡和科技(香港)有限公司	<a href="http://www.jos.com">www.jos.com</a>	Data Entry Helper (Part Time)		Any	<ul style="list-style-type: none"> <li>- Responsible for simple data entry on different projects based. Each project period will be completed by 2 days.</li> </ul>	<ul style="list-style-type: none"> <li>- Accurate in entering data</li> <li>- A type speed of least 30 w.p.m.</li> <li>- No Chinese data input will be involved</li> <li>- Working hours: 8:00am to 8:00pm or 8:00pm to 8:00am</li> <li>- An on-site training will be provided</li> </ul>	On-Site Interviews	
Manufacturing / Engineering	DB	Theme Production House Limited 精品製作有限公司	<a href="http://www.themeph.com.hk">www.themeph.com.hk</a>	Account Executive	1	-	<ul style="list-style-type: none"> <li>- Co-ordinate the sample development and mass production between Purchasing, Production, Packaging and QC Department</li> <li>- Monitor the delivery and the quality of the products</li> <li>- Monitor the production planning according to capacity, materials availability and customers' priority</li> </ul>	<ul style="list-style-type: none"> <li>- IVE Graduated</li> <li>- Good Command of English</li> <li>- Good at follow up and inter-personal skill</li> <li>- Strong at organizing skill is a must</li> <li>- Smart and Initiative</li> </ul>	E-mail: <a href="mailto:general@themeph.com.hk">general@themeph.com.hk</a>	
				Project Executive	1	-				
Manufacturing / Engineering	D03	Jing Mei Industrial Limited 精美工業有限公司	<a href="http://www.jmi.com.hk">www.jmi.com.hk</a>	Trainee - Production	10	-	<ul style="list-style-type: none"> <li>- General Production Dept. duties</li> <li>- General Administration duties</li> <li>- General Accounts Dept. duties</li> </ul>	<ul style="list-style-type: none"> <li>- Position of Trainee</li> <li>- Production needs to station in China</li> <li>- Diploma in Mech. Eng'g/ Mfg. &amp; Ind'l Eng'g./ Chemical Eng'g./Applied Science or equivalent</li> <li>- Diploma in Business Admin. /Shipping &amp; Logistics Mgt./ Human Resources Mgt. or equivalent</li> <li>- Diploma in Accountancy</li> </ul>	1) Walk in on 20 Jun 08 Careers Exhibition 2) E-mail: <a href="mailto:jmhr@jmi.com.hk">jmhr@jmi.com.hk</a> 3) Fax no.: 24989786	
				Trainee - Accounts Dept.	5					
				Trainee - Admin. Dept.	5					

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Catering	C07	Pizza Hut Hong Kong Management Limited 香港必勝客管理有限公司	<a href="http://www.pizzahut.com.hk">www.pizzahut.com.hk</a>	Manager Trainee	30	ALL	Assist Restaurant Manager in managing the restaurant business, maintain high standard of customer service, train and develop his/her team members	Strong leadership and interpersonal skills, adaptive and creative	Interest applicants should apply with details of academic qualifications, work experience, present and expected salary by post to: Human Resources and Administration Department Room 302, 3/F Asian House, 1 Hennessy Road, Wanchai, HK or by fax:2416 8599 or email to: recruit@jrgkh.com
Catering	C09	Starbucks Coffee Hong Kong 香港星巴克	<a href="http://www.starbucks.com.hk">www.starbucks.com.hk</a>	Barista Store Supervisor	多名 多名	ALL	Daily operation of the store	- Form 5 or above - Good command of English & Mandarin - Must have excellent customer service skills, cheerful personality and enjoy meeting people.	email: mikolam@coffee-concepts.com or apply at Starbucks stores
Catering	DB	Honey Moon Dessert 滿記甜品	N.A	侍應生	10 Full-time 10 Part-time	-	負責接待客人，一般樓面工作例如：落單，出糖水及甜品等	中三程度或以上； 無需經驗； (具實飲經驗更佳)	致電預約：8203 6102 致電預約：8203 6103
HR Consultancy	DB	G A Professional Services	<a href="http://www.gacareer.com">www.gacareer.com</a>	I.T. Trainee	20	I.T.	- Responsible for programming, testing and analysis for system development - Project document preparation - Communicate and escalate unresolved problems to support teams for resolution Great Asia opportunity; Programmer - Analyst/ Programmer - System Analyst/Consultant Good performance staff will be considered for permanent position	- Higher Diploma in Computer Science, Information Technology or related disciplines - At least 1 year exp in Java/ Mainframe/ ETL - Self-motivated, good team player, pleasant - Good command of spoken & written in English and Chinese - Good communication skill and willing to learn	Send CV to gloria@gacareer.com or contact me at 3692 5389
Retailing / Wholesaling	DB	A.S Watson Group - Watson's The Chemist 屈臣氏集團 - 屈臣氏大藥房		營業助理 (Sales Assistant) 營業員 (Sales Representative)	40 30	BA, CE BA, CE	貨品處理，收銀，產品銷售及提供顧客服務 銷售電腦產品，並提供優質顧客服務及處理日常店務工作	F.5 or above, good customer service concept F.5 or above, good customer service concept	E-mail: wtstorehr@asw.com.hk Tel. 29237171
I.T.	B09	CL Technical Services Limited 日達電腦服務有限公司	<a href="http://www.cts.com">www.cts.com</a>	Programmer (.Net) IT Operator Engineer	TBC TBC TBC	- - -	- Implement in-house applications including function development, testing and documentation, etc - Maintain system and provide user support  - Perform network and systems monitoring and surveillance to ensure the service availability - Perform tier one trouble shooting and problem analysis - Handle system operation work like backup, report generation and other system housekeeping work - Perform house keeping activities for all computers and maintain the data center in good condition - Carry out the computer operations tasks according to schedule and stated procedures and record the result on the job sheet - Perform recovery and restart procedures when necessary - Coordinate with both internal technical support and external vendor(s) for schedule and non-schedule activities - Provide escalation coordination - 7 x 24 Shift duty required  Please visit the booth in the Exhibition for more details	- Diploma or Degree in computer related disciplines or equivalent - 2 year experiences in application development using C#, VB, Net, JZEE, SQL Server, Oracle, Crystal report and Linux preferred - Good command of written English and basic Mandarin - Good problem solving skills and retail, garment business background will be an advantage - Fresh graduate will also be considered  - Certificate or Diploma in Information System or equivalent - 1 year of experience in technical support, PC maintenance, Unix. Practical experience in data center environment will be advantage, but not essential - Excellent presentation skills and be able to communicate with users at different levels  - Form 5 or above - Windows base OS, general office / home entertainment applications knowledge - Basic Hardware / Software trouble shooting skill on PC level - Fresh graduate can be considered - Hardworking and self-motivate - Shift duty required ( 8:30 to 22:00 ) - 5.5 days per week	E-mail:recruit@cts.com
I.T.	B09	CL Technical Services Limited 日達電腦服務有限公司	<a href="http://www.cts.com">www.cts.com</a>	Helpdesk Engineer / Customer Service Representative	TBC	-	- Being part of IT helpdesk team and be the first point of contact of the users - Responsible for assisting users remotely in resolving issues encountered in their daily use of IT - Answering queries concerning usage of standard applications and IT services and servicing request type calls - To handle customer phone enquiries, and open case correspondingly by using Call Management tool - To handle customer complaints - To provides administrative support to field service engineers, service data entry, spare parts logistics administration - To develop and refine operation processes	- Form 5 or above - Good knowledge in PC hardware & software, standard MS applications (e.g. MS office, MS Outlook, Internet Explorer, Exchange) and operating system (eg. Window NT/XP) - Good telephone manner and customer-oriented - Good Hands-on PC knowledge and clerical work - Fluent spoken in English, Cantonese, and Mandarin - Candidates with less experience will be considered as Customer Service Representative - Shift duties is required - Fresh graduated will also consider	E-mail:recruit@cts.com
I.T.	DB	Karin Technology Holdings Ltd 嘉康控股有限公司	<a href="http://www.karingroup.com">www.karingroup.com</a>	Customer Service Engineer Trainee Presales Support Trainee	2-4 2-4	IT IT	- Unix/x64 server and storage system installation and configuration - Windows/Linux/Solaris OS installation and configuration - Windows/Linux/Solaris system administration - System software implementation  - System hardware and software configuration proposal - System Solution like backup, cluster, etc. design and proposal - Demo setup and presentation	- Knowledge in PC and Windows, Unix preferable Linux and Solaris, as well as networking - Experience / exposure / project in Unix environment would be an advantage - Initiative and work under pressure - Sound interpersonal skill and quality of being responsible  - Knowledge in PC and Windows, Unix preferable Linux and Solaris, as well as networking - Experience / exposure / project in Unix environment would be an advantage - Initiative and work under pressure - Sound interpersonal skill and quality of being responsible	By Email: recruitment@karin.com.hk

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Travel / Tourism	C19	Wing On Travel 永安旅遊	<a href="http://www.wingontavel.com">www.wingontavel.com</a>	Escort	50	-	負責櫃檯銷售 及 帶領旅行團到外地	中五以上程度 持簡歷證或考試合格通知書者優先考慮	將個人簡歷傳真至2121-9486 或電郵至:recruit@wingontavel.com
				Ticketing Officer Trainee / Ticketing Trainee	10	-	負責業務的推廣銷售 及 解答熱線中心的查詢	中五以上程度 曾修讀有關業務課程或持認可證書者優先、熟悉Abacus系統操作	
				Customer Service Representative	10	-	負責解答顧客查詢及旅遊產品銷售工作	具1年銷售工作經驗者優先考慮	
Catering	C03	Megabite Hong Kong Ltd. 大興代香港有限公司	<a href="http://www.dashida.com">www.dashida.com</a>	Manager Trainee	10	F.5	Food retail operations, include quality and customer service monitoring, stock controlling, manpower planning and managing profit and loss.	Will to learn.	On site interview / By Email: recruitment@megabite.hk or By Fax: 3520 1221
Telecommunication / Communication	DB	Television Broadcasts Limited 電視廣播有限公司	<a href="http://www tvb.com">http://www tvb.com</a>	廣播助理 (合約)	4	Any	於中央控制室負責操控廣播中的電視節目	中學會考獲最少三科合格(包括英文科) 須輪班工作	1) email : recruit_personnel@tvb.com.hk 2) mail to Personnel Manager, Television Broadcasts Limited, TVB City, 77 Chun Chai Street, Tsuenng Kwan O Industrial Estate, Kowloon
				技術操作員 (合約)	6	Any	負責操控所屬組別的器材及協助有關工序	願意不定时輪班工作 如屬廠務燈光組，需於高空工作	
Mechanical / Electrical Engineering	DB	The Jardine Engineering Corporation, Ltd. 怡和建築有限公司	<a href="http://www.jec.com">www.jec.com</a>	Engineering Assistant - E&M	2	EE/ME	- perform site inspection for quotations/tenders - assist TE/Engineer to monitor & execute E&M projects - prepare quotations/tenders, sketches and AutoCad drawings - update work programme	- Diploma or above in Building Services or Mechanical Engineering	recruitment@jec.com
				Technical Assistant	2	EE/ME	- perform site inspection for quotations/tenders - assist TE/Engineer to monitor & execute BS projects - prepare quotations/tenders, sketches and AutoCad drawings - update work programme	- Diploma or above in Building Services or Mechanical Engineering	
				Technical Assistant	1	EE/ME	- Report to the Link's Office daily - Prepare sketches and drawings - Take site measurement - Arrange taking-off and counter check cost estimates - Prepare and update programme and database	- Diploma or above in Building Services or Mechanical Engineering	
				Technical Support	1	IT	- Responsible for facilities set up, helpdesk and PC support; - Handle data back up, batch job processing & report printing; - Perform other ad hoc projects as and when necessary.	- Diploma or above in Computer Science or related discipline; - Minimum 2 years' working experience in technical support; - Shift / Overnight duty is required.	
Mechanical / Electrical Engineering	DB	The Jardine Engineering Corporation, Ltd. 怡和建築有限公司	<a href="http://www.jec.com">www.jec.com</a>	Project Coordinator - Building Products	1	EE/ME	- To assist project management tasks including works coordination & inspection, payment & VO and documentation, etc.	- Technical Institute or above in Building Studies	recruitment@jec.com
				Sales Representative Trainees	5	EE/ME	- To handle daily sales activities, meet and conclude sales orders with customers. - To develop key customers' connection to extend the market coverage. - Provides sales support and project follow up.	- Technical Institute or above in Building Studies	
Banking / Financial & Investment / Insurance / Accountancy	DB	AMTD Financial Planning Ltd. 尚乘財富策劃有限公司	<a href="http://www.amtd.com.hk">www.amtd.com.hk</a>	Associate Financial Planner (Wealth Management)	30	All	Responsible for providing professional financial planning services and advice to customers	- College / University graduate, with sales and marketing experience will be an advantage - Client focused, self-motivated and determined to succeed - Good communication, interpersonal and presentation skills - Valid licenses for selling wide range of financial and insurance products (or demonstrate the desire and ability to obtain such licenses)	- By Email – hr@amtd.com.hk - Post – Room 2501-2503, 25/F, World Trade Centre, 280 Gloucester Road, Causeway Bay, HK.
Banking / Financial & Investment / Insurance / Accountancy	DB	AMTD Financial Planning Ltd. 尚乘財富策劃有限公司	<a href="http://www.amtd.com.hk">www.amtd.com.hk</a>	Financial Planner (Wealth Management)	50	All	Responsible for providing professional financial planning services and advice to customers	- College / University graduate, with sales and marketing experience will be an advantage - Client focused, self-motivated and determined to succeed - Good communication, interpersonal and presentation skills - Valid licenses for selling wide range of financial and insurance products (or demonstrate the desire and ability to obtain such licenses)	
				Telemarketer (Part-time)	50	All	- Responsible for conducting outbound calls to our potential customers - Provide customer services to our clients	- F.5 standard or above - Holder of I/QE license in Paper 1, 2 & 3 is preferred - Have experience in conducting Outbound Calls is an advantage - Good telephone & customer services manner - Fluent in English, Cantonese and Putonghua will be an advantage - Immediate available is highly preferred	
				Telemarketer (Full-time)	50	All	- Responsible for conducting outbound calls to our potential customers - Provide customer services to our clients	- F.5 standard or above - Holder of I/QE license in Paper 1, 2 & 3 is preferred - Have experience in conducting Outbound Calls is an advantage - Good telephone & customer services manner - Fluent in English, Cantonese and Putonghua will be an advantage - Immediate available is highly preferred	

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Catering	DB	The Luxe Manor 帝樂文康公館	<a href="http://www.theluxemanor.com">www.theluxemanor.com</a>	Waiter/Waitress					Interested parties should apply with full resume stating current & expected salary to: Human Resources Department, The Luxe Mano, 39 Kimberley Road, Tsim Sha Tsui, Kowloon or via e-mail to <a href="mailto:hr@theluxemanor.com">hr@theluxemanor.com</a>
Front Office				Front Office Agent			Please visit the company website for more details		
				Guest Service Agent					
Housekeeping				Room Attendant					
Hospitality	DB	The Kowloon Hotel 九龍酒店	<a href="http://www.harbour-plaza.com/kinh">www.harbour-plaza.com/kinh</a>	<ul style="list-style-type: none"> <li>Guest Services Officer 前堂接待員</li> <li>Bell Attendant 行李員</li> <li>Waiter/Waitress - Chinese Restaurant 中菜侍應</li> <li>Junior Cook (Hot Kitchen) 初級廚師 (熱廚房)</li> </ul>					Interested parties should state clearly his position of interest and apply in confidence with his resume stating his current and expected salary to <b>Human Resources Department, The Kowloon Hotel, 19-21 Nathan Road, Kowloon</b> or fax to 2368 0672 or email to <a href="mailto:career.kinh@harbour-plaza.com">career.kinh@harbour-plaza.com</a>
Front Office	DB	Stanford Hotel Hong Kong 仕得堡酒店	<a href="http://www.stanfordhongkong.com">www.stanfordhongkong.com</a>	<ul style="list-style-type: none"> <li>Receptionist</li> <li>Reservations Clerk</li> <li>Bell Attendant</li> <li>Junior Waiter / Junior Waitress</li> </ul>				<ul style="list-style-type: none"> <li>- F-5 or above, with formal training</li> <li>- Good command in English, Cantonese and Mandarin</li> </ul>	Email full Resume with salary expected to <a href="mailto:personnel-stanford@stanfordhotel.com">personnel-stanford@stanfordhotel.com</a>
Catering									
Hospitality	DB	Royal Plaza Hotel 帝京酒店	<a href="http://www.royalplaza.com.hk">http://www.royalplaza.com.hk</a>	<ul style="list-style-type: none"> <li>Reservations Sales Agent</li> <li>Front Desk Agent</li> <li>Bell Attendant</li> <li>Door Attendant</li> <li>Waiter/Waitress</li> <li>Kitchen Appenice</li> </ul>					1. Email to <a href="mailto:recruit@royalplaza.com.hk">recruit@royalplaza.com.hk</a> 2. Fax to 2622 6243
Hospitality	DB	Renaissance Kowloon Hotel Hong Kong 香港九龍萬麗酒店	<a href="http://careers.marriott.com">http://careers.marriott.com</a>	<ul style="list-style-type: none"> <li>Guest Service Officer 貴賓服務主任</li> <li>Reservations Executive 訂房部主任</li> <li>Telephone Operator 電話部主任</li> <li>Housekeeping Attendant - Rooms 管家部服務員 - 客房</li> <li>Waiter / Waitress (Chinese Restaurant / Fine Dining) 侍應生 (中菜 / 西餐廳)</li> </ul>					Interested Parties please send full resume with expected salary to: Director of Human Resources, 22 Salisbury Road, Tsimshatsui, Kowloon, fax: 2734 6003 or email: <a href="mailto:recruitment@renaissance-kowloon.com">recruitment@renaissance-kowloon.com</a> Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful
Hospitality	DB	Renaissance Harbour View Hotel Hong Kong 香港萬麗海景酒店	<a href="http://careers.marriott.com">http://careers.marriott.com</a>	<ul style="list-style-type: none"> <li>Front Desk Agent 歡迎部文員</li> <li>Bell Attendant 行李員</li> <li>Delighted to Serve Agent 樂意服務專員</li> <li>Administrative Officer 行政主任</li> <li>Waiter / Waitress 侍應生</li> <li>Room Attendant 房務員</li> </ul>					Email to <a href="mailto:hrd.hkghv@renaissancehotels.com">hrd.hkghv@renaissancehotels.com</a>
Hospitality	DB	Regal Riverside Hotel Hong Kong 麗晶酒店	<a href="http://RegalHotel.com">http://RegalHotel.com</a>	<p><b>Front Office</b></p> <ul style="list-style-type: none"> <li>Guest Service Officer — Reception</li> <li>Guest Service Officer — Telephone</li> <li>Bell Attendant</li> </ul> <p><b>Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>Waiter/ Waitress — Western Restaurant</li> <li>Waiter/ Waitress — Japanese Restaurant</li> <li>Canteen Cook</li> </ul> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>Housekeeping Officer</li> </ul> <p><b>Marketing Communications</b></p> <ul style="list-style-type: none"> <li>Market/ Communications Assistant</li> <li>Artist</li> </ul>					Applicants should submit full resume, current and expected salary to the Human Resources Department, Regal Riverside Hotel, 94-96 Tai Chung Kui Road, Shatin, Hong Kong or fax to 2649 9686 or email to <a href="mailto:rh.recruit@RegalHotel.com">rh.recruit@RegalHotel.com</a>

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Hospitality	DB	<b>Regal Oriental Hotel</b> 富豪東方酒店	<a href="http://Regal-hotel.com">http://Regal-hotel.com</a>	<ul style="list-style-type: none"> <li>- Bell Attendant 行李員</li> <li>- Guest Service Officer (Reception/Reservation &amp; Telephone) 客戶服務員</li> <li>- Housekeeping Officer 房務員</li> <li>- Waiter/Waitress (Chinese Restaurant/Western Restaurant/Bar &amp; Lounge) 侍應生</li> </ul>			Please visit the company website for more details		Applicants should submit a full resume with expected salary to the Human Resources Department - By email to <a href="mailto:roh.recruit@RegalHotel.com">roh.recruit@RegalHotel.com</a> - Or by fax to 2718 4694
Hospitality	DB	<b>Regal Kowloon Hotel</b> 富豪九龍酒店	<a href="http://Regal-hotel.com">http://Regal-hotel.com</a>	<ul style="list-style-type: none"> <li>- Account Manager — Commercial 客戶經理 — 商業客戶</li> <li>- Guest Relations Officer 客戶關係主任</li> <li>- Guest Service Officer — Reception 接待員</li> <li>- Guest Service Officer — Reservations 訂房文員</li> <li>- Car Jockey 泊車員</li> <li>- Bell Attendant 行李部服務員</li> <li>- Commis 廚師</li> <li>- Waiter / Waitress 侍應</li> <li>- Housekeeping Officer 房務員</li> </ul>			Please visit the company website for more details		<ul style="list-style-type: none"> <li>- Email: <a href="mailto:rhk.recruit@regalhotel.com">rhk.recruit@regalhotel.com</a></li> <li>- Postal Address: 71 Mody Road, TsimSha Tsui, Hong Kong</li> <li>- Fax no: 2130 0796</li> </ul>
Hospitality	DB	<b>Regal HongKong Hotel</b> 富豪香港酒店	<a href="http://Regal-hotel.com">http://Regal-hotel.com</a>	<ul style="list-style-type: none"> <li>- Guest Service Officer — Reception</li> <li>- Guest Service Officer — One Call Service Centre (Telephone Operator)</li> <li>- Bell Attendant</li> <li>- Life Guard</li> <li>- Coffee Shop Waiter/ Waitress</li> <li>- Chinese Restaurant Waiter/ Waitress</li> <li>- Housekeeping Officer</li> <li>- Laundry Attendant</li> </ul>			Please visit the company website for more details		The applicants can send their CV to us by: - Email: <a href="mailto:rhk.recruit@regalhotel.com">rhk.recruit@regalhotel.com</a> - Fax No.: 2577 8482 - Telephone No: 2837 1646
Hospitality	DB	<b>Regal Airport Hotel</b> 富豪機場酒店		<p><b>Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>- Waiter / Waitress — Bar &amp; Grill 侍應生 — 華岸酒吧及扒房</li> <li>- Waiter / Waitress — Airport Izakaya 侍應生 — 空橋居酒屋</li> <li>- Waiter / Waitress — Room Service 侍應生 — 客房餐飲</li> <li>- Waiter / Waitress — Rouge 侍應生 — 紅軒</li> <li>- Waiter / Waitress — Café 侍應生 — 咖啡室</li> <li>- Account Manager - Banquet Sales 宴會部 宴會部客戶經理</li> </ul> <p><b>Front Office</b></p> <ul style="list-style-type: none"> <li>- Bell Attendant / Car Jockey 行李員 / 泊車員</li> <li>- Guest Service Officer - Telephone 電話服務員</li> </ul> <p><b>Sales &amp; Marketing</b></p> <ul style="list-style-type: none"> <li>- Account Manager 客戶經理</li> </ul>			Please visit the company website for more details		Applicants should submit their education backgrounds and academic achievements to the Human Resources Department  Address : Regal Airport Hotel 9 Cheong Tat Road, Chek Lap Kok, Hong Kong E-mail: <a href="mailto:rah.recruit@Regal-hotel.com">rah.recruit@Regal-hotel.com</a> Fax: 2286 8676
Hospitality	DB	<b>Prince Hong Kong Marco Polo Hotels</b>	<a href="http://www.marccopolohotels.com">www.marccopolohotels.com</a>	<p><b>Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>- Restaurant Manager — Lobby Lounge</li> <li>- Captain — Banquet Service</li> <li>- Waiter/Waitress — Spice Market</li> <li>- Waiter/Waitress — Lobby Lounge</li> <li>- Shop Assistant — Prince Deli</li> </ul> <p><b>Front Office</b></p> <ul style="list-style-type: none"> <li>- Guest Relations Agent</li> <li>- Telephone Operator</li> </ul> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>- Room Attendant</li> </ul>			Please visit the company website for more details		Applicants should apply with full resume to: <b>Human Resources Manager, Prince, Harbour City, Kowloon or email to <a href="mailto:hr.ppn@marccopolohotels.com">hr.ppn@marccopolohotels.com</a> or fax to 9852)2113 0087</b>
Hospitality	DB	<b>The Park Lane Hong Kong 柏寧酒店</b>	<a href="http://www.parklane.com.hk/">http://www.parklane.com.hk/</a>	<p>Reservations Agent</p> <p>Waiter/Waitress — Café One, Lobby Bar &amp; Lounge</p>			Please visit the company website for more details	<ul style="list-style-type: none"> <li>- Excellent interpersonal &amp; proactive communicatino skills</li> <li>- Excellent command of English and Chinese</li> </ul>	Applicants should send the applications and resume with expected salary and contact phone number to: <b>Human Resources Manager</b> 310 Gloucester Road, Causeway Bay, Hong Kong Tel: 2839 3379 2839 3628 Fax: 2504 5736 Email: <a href="mailto:recruits@parklane.com.hk">recruits@parklane.com.hk</a>
Hospitality	DB	<b>Marco Polo HongKong Hotel 馬可孛羅香港酒店</b>	<a href="http://www.marccopolohotels.com">www.marccopolohotels.com</a>	<ul style="list-style-type: none"> <li>- Reservations Agent 訂房文員</li> <li>- Guest Relations Agent 客戶關係員</li> <li>- Telephone Operator 電話接線生</li> <li>- Bell Attendant 行李員</li> <li>- Hostess — Cucina 餐廳接待員</li> <li>- Room Service Order Taker 客房服務文員</li> <li>- Waiter/ Waitress 侍應</li> </ul>			Please visit the company website for more details		Applicants should apply with full resume and present expected salary to: <b>Human Resources Manager, 4/F, Marco Polo Hongkong Hotel, Harbour City, Kowloon or email to <a href="mailto:hr.hkh@marccopolohotels.com">hr.hkh@marccopolohotels.com</a> or fax to (852) 2113 0089</b>  Applicants not invited for an interview within 6 weeks should consider their applications unsuccessful.
Hospitality	DB	<b>Golden Mile Hong Kong 香港金鐘假日酒店</b>	<a href="http://www.goldenmile.com/">http://www.goldenmile.com/</a>	<ul style="list-style-type: none"> <li>- Reservation Sales Agent</li> <li>- Guest Services Centre Agent</li> <li>- Health Club Agent</li> <li>- Executive Club Butler</li> <li>- F&amp;B Services Agent — Bar / Western Outlet</li> <li>- A/C Technician</li> <li>- Plumber</li> </ul>			Please visit the company website for more details		Applicants should contact the company at <a href="http://www.hq.com/careers">www.hq.com/careers</a> , click "Jobs at IHG" for application or email their resume to <a href="mailto:hotel.direct.hr@goldenmile.com">hotel.direct.hr@goldenmile.com</a>

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Hospitality	DB	Harbour View International House 海濱國際賓館	<a href="http://www.harbour_vmca.org.hk">www.harbour_vmca.org.hk</a>	- Front Desk Receptionist 前堂部款待員 - Waiter / Waitress 侍應生 - Room Attendant 房務員			Please visit the company website for more details		Interested applicants please apply with full resume, expected salary and contact telephone number to Human Resources Manager, Harbour View International House, No. 4 Harbour Road, Wanchai, Hong Kong or via e-mail: <a href="mailto:hr.hv@vmca.org.hk">hr.hv@vmca.org.hk</a>
Hospitality	DB	Harbour Plaza Resort City Hong Kong 嘉湖海邊酒店	<a href="http://www.harbour-plaza.com/hprc">www.harbour-plaza.com/hprc</a>	- Guest Services Officer 客戶服務主任 - Room Attendant 房務員 - Waiter / Waitress — Bar 酒吧侍應生			Please visit the company website for more details		Applicants should apply in confidence with their resume and contact telephone number to Human Resources Department, Harbour Plaza Resort City, 18 Tin Yan Road, Tin Shui Wai or fax to 2180 1603 or email to <a href="mailto:career.hrpc@harbour-plaza.com">career.hrpc@harbour-plaza.com</a>
Hospitality	DB	Harbour Plaza North Point 北角海邊酒店	<a href="http://www.harbour-plaza.com/hppc">www.harbour-plaza.com/hppc</a>	Food & Beverage Co-ordinator  Guest Services Agent  Reservations Agent  Telephone Operator  Bell Attendant  Waiter / Waitress — Chinese Restaurant / Coffee Shop  Room Attendant			Please visit the company website for more details	- Organized and attentive to details - Good command of both spoken and written English and Chinese - Excellent computer skills, including Microsoft Office and Chinese word processing  - Outgoing, with good customer service and communication skills - Good command of both spoken and written English and Chinese  - Self motivated, dynamic with good communication skills - Good command of both spoken and written English and Chinese  - Excellent telephone manner, with good customer service and communication skills - Good command of spoken English and Chinese  - Sincere, customer-oriented with good manner - Good command of spoken English and Chinese  - Friendly, positive, with good customer service skills - Good command of spoken English and Chinese  - Hard-working, sincere and passionate - Able to communicate in English and Chinese	Applicants should apply in confidence with their resume and contact telephone number to Human Resources Department, Harbour North Point, 665 King's Road, North Point, Hong Kong or fax to 2185 3000 or email to <a href="mailto:career.hppc@harbour-plaza.com">career.hppc@harbour-plaza.com</a>  Applicants not hearing from us within 8 weeks from the date of advertisement may consider their applications unsuccessful.
Hospitality	DB	Harbour Plaza Metropolis 都會海邊酒店	<a href="http://www.harbour-plaza.com/hpmt">www.harbour-plaza.com/hpmt</a>	- Guest Services Agent 賓客服務員 - Bell Attendant 行李員 - Room Attendant 房務員 - Host / Hostess 餐廳款待員 - Waiter / Waitress — Western Restaurant 侍應 - 西餐廳 - Part-time Waiter / Waitress 兼職侍應			Please visit the company website for more details		Applicants should state clearly their position of interest and apply in confidence with their resume to Human Resources Department, Harbour Plaza Metropolis Kowloon Hong Kong, 7 Metropolis Drive, Hungghom, Hong Kong or fax to 3160 6960 or email to <a href="mailto:career.hpme@harbour-plaza.com">career.hpme@harbour-plaza.com</a>  Applicants not hearing from the company within 8 weeks from the date of advertisement may consider their applications unsuccessful.
Hospitality	DB	Harbour Plaza Hong Kong 海邊酒店	<a href="http://www.harbour-plaza.com/hphk">www.harbour-plaza.com/hphk</a>	- Guest Services Officer - Waiter / Waitress - Baker - Cook			Please visit the company website for more details		Applicants should state clearly their position of interest and apply in confidence with their resume to Human Resources Department, Harbour Plaza Hong Kong, 20 Tak Fung Street, Wampoa Garden, Hungghom, Kowloon or fax to 2180 4037 or email to <a href="mailto:career.hphk@harbour-plaza.com">career.hphk@harbour-plaza.com</a>  Applicants not hearing from the company within 8 weeks from the date of advertisement may consider their applications unsuccessful.
Hospitality	DB	Gateway Hotel 馬可孛羅海邊酒店	<a href="http://www.marcopolohotels.com">www.marcopolohotels.com</a>	Front Office — Guest Relations Agent  Housekeeping — Room Attendant  Food & Beverage — Waiter / Waitress  Technical — Painter	1  1  3  1		Please visit the company website for more details		Applicants should apply with full resume and present/ expected salary to Human Resources Manager, 17/F, Gateway, Harbour City, Kowloon or email to <a href="mailto:hr.gtw@marcopolohotels.com">hr.gtw@marcopolohotels.com</a> or fax to (852) 2113-0129
Hospitality	DB	The Empire Hotel Kowloon 九龍皇悅酒店	<a href="http://www.emperhotel.com.hk">http://www.emperhotel.com.hk</a> <a href="http://www.ekw_overview.hk">www.ekw_overview.hk</a>	Front Office - Guest Services Officer - Bell Attendant  Housekeeping - Room Attendant  Food & Beverage - Sr. Waiter / Waitress - Waiter / Waitress			Please visit the company website for more details		Interested students should prepare their own resume and apply the above positions through one of the below channels: 1. By post or in person to Empire Hotel Hong Kong, 33 Hennessy Road, Wanchai, HK 2. By fax to 2862-6575 3. By email to <a href="mailto:ehhr@asiastandard.com">ehhr@asiastandard.com</a>

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Hospitality	DB	Conrad Hong Kong 康萊酒店	www.conrad.com.hk	- Room Attendant (Ref: RA) - Porter (Ref: PO) - Waiter / Waitress (Ref: WA) - Junior Cook – Western Kitchen (Ref: JC)			Please visit the company website for more details	- want to express themselves, improve themselves and challenge themselves, while delivering an exacting level of service distinguished by genuine warmth and individual flair	Applicants should indicate the reference number on the envelope and send their resume with expected salary to: <b>The Director of Human Resources, Conrad Hong Kong, Pacific Place, 88 Queenway, Hong Kong</b> or via e-mail to <a href="mailto:hrd@conrad.com.hk">hrd@conrad.com.hk</a>  Applicants not invited for an interview within 12 weeks may consider their applications unsuccessful.
Hospitality	DB	The Langham Hong Kong 朗廷酒店	<a href="http://hongkong.langhamhotels.com/">http://hongkong.langhamhotels.com/</a>	- Waiter / Waitress – Western & Chinese Outlet - Room Attendant - Bell Attendant - Door Attendant - Guest Services Agent – Front Office - Telephone Services Agent - Reservations Sales Agent			Please visit the company website for more details		Apply with full resume and salary expected via - Email: <a href="mailto:hkg.hr@langhamhotels.com">hkg.hr@langhamhotels.com</a> - Fax: 2375 9333 - Complete online application form on the Career Page <a href="http://career.langhamhotels.com">http://career.langhamhotels.com</a>
Hospitality	DB	Hotel Panorama 麗晶酒店	<a href="http://www.rhombushotels.com">www.rhombushotels.com</a>	<b>Sales &amp; Marketing</b> - Sales Co-ordinator <b>Human Resources</b> - Human Resources Assistant <b>Food &amp; Beverage (Santa Lucia / Café Express)</b> - Waiter / Waitress - Kitchen Helper <b>Finance</b> - Information System Assistant <b>Housekeeping</b> - Room Attendant <b>Front Office</b> - Guest Relations Officer - Bell Attendant			Please visit the company website for more details		Applicants should send their resume to Human Resources Department of <b>Hotel Panorama by Rhombus</b> via e-mail <a href="mailto:career@hotelpanorama.com.hk">career@hotelpanorama.com.hk</a> or by fax to 2312 1758
Hospitality	DB	Hotel LKF 麗楓酒店	<a href="http://www.rhombushotels.com">www.rhombushotels.com</a>	<b>Front Office</b> - Reservations & We Care Centre Ambassador - Guest Services Ambassador / Welcome Host <b>Housekeeping</b> - Room Attendant <b>Food &amp; Beverage</b> - Restaurant / Room Service Server - Kitchen Helper			Please visit the company website for more details		Applicants should send their resume to Human Resources Department of <b>Hotel LKF By Rhombus</b> via email <a href="mailto:careers@hotel-lkf.com.hk">careers@hotel-lkf.com.hk</a> or by fax to 3518 9387
Hospitality	DB	Hotel Bonaparte 羅漫酒店	<a href="http://www.rhombushotels.com">www.rhombushotels.com</a>	<b>Front Office</b> - Reservations & We Care Centre Ambassador - Guest Services Ambassador <b>Housekeeping</b> - Room Attendant			Please visit the company website for more details		Applicants should send their resume to Human Resources Department of <b>Hotel Bonaparte by Rhombus</b> via e-mail <a href="mailto:hr@hotelbonaparte.com.hk">hr@hotelbonaparte.com.hk</a> or by fax to 3518 6699
Hospitality	DB	Metro Park Hotel Causeway Bay Hong Kong 香港朗豪酒店	<a href="http://www.metroparkhotel.com">http://www.metroparkhotel.com</a>	- Reservations Clerk - Room Attendant - Jr Waiter / Jr Waitress - Technician			Please visit the company website for more details		Interested graduates should send application letter and resume to: Ms Mavis Chan Assistant Human Resources Manager Metropark Hotel Causeway Bay Hong Kong 148 Tung Lo Wan Road Causeway Bay Hong Kong Fax: (852) 2600 1466 Tel: (852) 2600 1199 Email: <a href="mailto:hr.hkcb@metroparkhotels.com">hr.hkcb@metroparkhotels.com</a> Applicants who are not invited to interview within 4 weeks may consider their applications unsuccessful
Logistics	D12	Oriental Logistics Group Ltd 經緯國際物流股份有限公司	<a href="http://www.olg.com.hk">www.olg.com.hk</a> / <a href="http://www.olg.com.tw">www.olg.com.tw</a>	Sales Executive  Customer Service Executive  Export / Import Operation	4  4  3		- Prepare price quotation and sales team back-up - To Assist in day to day logistics operation - To handle daily import / export docs & operation duty	With relevant diploma in transport, logistics, supply chain division	by email: <a href="mailto:henry_sze@hkg.olg-group.com">henry_sze@hkg.olg-group.com</a>
Construction	B15	China Geo-Engineering Corporation 中國地質工程集團公司	<a href="http://www.chinageo.com.cn">www.chinageo.com.cn</a>	Site Engineers	6	CN	- Project Supervision of Civil Engineering Works; - Preparing of Quantity Surveying Works of Civil Engineering Projects; - Assist Registered Safety Officer to Carry out Site Safety Works	- High Certificate or Above	By Email: <a href="mailto:cgcch@cgchk.com.hk">cgcch@cgchk.com.hk</a> or Fax: 2560 0697

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
				Quantity Surveyors	3	CN			
				Assistant Safety Officers	3	CN			
Logistics	B16	Asia Airfreight Terminal Company Limited 亞洲空運中心	<a href="http://www.aat.com.hk">www.aat.com.hk</a>	Customer Services Assistant (Terminal Operation)	10	Logistics	<ul style="list-style-type: none"> <li>- Assist the Duty Customer Services Supervisor to supervise a warehouse team at the air cargo terminal</li> <li>- Liaise with Customer and sub-contractors on physical cargo operations and make sure all service standards are met</li> <li>- Operate and maneuver equipment and computer systems in warehouse</li> </ul>	<ul style="list-style-type: none"> <li>- Form 5 or above with minimum 1 year relevant experience</li> <li>- Able to read and write in English and Chinese</li> <li>- Basic computer knowledge in MS Word and Excel with fast and accurate typing</li> <li>- Hardworking, good communication skill, self-initiative and able to work under pressure</li> <li>- Required to work on 24 hours shift duties, overtime work may be necessary</li> <li>- Valid HK Driving License Class 1 &amp; 2 is an advantage</li> </ul>	by email: <a href="mailto:hrc_aat@aat.com.hk">hrc_aat@aat.com.hk</a> by fax: 2286 0374 by mail: 10 Chun Ping Rd, HK International Airport, Lantau HK
				Customer Services Assistant (Documentation)	10	Logistics	<ul style="list-style-type: none"> <li>- Notify consignee for cargo arrival</li> <li>- Release air cargo document to consignee for cargo delivery</li> <li>- Prepare AWB for direct shipper and collect payment from customer</li> <li>- Answer customer enquires and prepare reports</li> </ul>	<ul style="list-style-type: none"> <li>- Form 5 or above with minimum 1 year relevant experience (preferably in air cargo field)</li> <li>- Able to read and write in both English and Chinese</li> <li>- Basic PC knowledge (e.g. MS Office) with fast and accurate typing</li> <li>- Cooperative, hardworking, self-initiative and has good telephone manner</li> <li>- Good communication skill and able to work under pressure</li> <li>- Willing to work shift duties, overtime work may be necessary</li> </ul>	
Logistics	B16	Asia Airfreight Terminal Company Limited 亞洲空運中心	<a href="http://www.aat.com.hk">www.aat.com.hk</a>	System Support Officer	3	IT	<ul style="list-style-type: none"> <li>- Install and maintain IT equipment such as PCs and printers</li> <li>- Assist in data center maintenance and support</li> <li>- Update and maintain tape library, documentations and other corporate IT inventory and assets</li> <li>- Act as first level of end-user support via phone, email or in person</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or above in IT or related fields with 2 years of working experience</li> <li>- Good knowledge in PC hardware and Windows server architecture</li> <li>- General administrator knowledge in Solaris and Linux, preferably with database administrator skills and experience in supporting web-based enterprise application</li> <li>- Strong communication and interpersonal skills</li> <li>- Self-motivated, hardworking and able to work independently</li> <li>- 24 hours shift duty is required</li> </ul>	by email: <a href="mailto:hrc_aat@aat.com.hk">hrc_aat@aat.com.hk</a> by fax: 2286 0374 by mail: 10 Chun Ping Rd, HK International Airport, Lantau HK
Transport	B20	Hong Kong Airport Services Ltd 香港機場地勤服務有限公司	<a href="http://www.has.com.hk">www.has.com.hk</a>	Aircraft Loading Supervisor	10	All	<ul style="list-style-type: none"> <li>- Lead a team of handling agents</li> <li>- Supervise the team to load / unload aircraft safely, efficiently and according to Loading Instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Post Secondary or above.</li> <li>- Minimum 1 - 2 years supervisory experience.</li> <li>- Good interpersonal / organizing skill and holder of valid Hong Kong Driving Licence Class 1 &amp; 2 is an advantage.</li> </ul>	- By Post: 4/F, South Tower, Cathay Pacific City, 8 Scenic Rd, Hong Kong International Airport, Lantau N.T. - By Email : <a href="mailto:neliho@has.com.hk">neliho@has.com.hk</a> - By Fax: 2928 3170
Transport	B20	Hong Kong Airport Services Ltd 香港機場地勤服務有限公司	<a href="http://www.has.com.hk">www.has.com.hk</a>	Supervisor Trainee-Aircraft Loading	10	All	<ul style="list-style-type: none"> <li>- Lead a team of handling agents</li> <li>- Supervise the team to load / unload aircraft safely, efficiently and according to Loading Instructions</li> </ul> <p>Trainees will undergo a comprehensive training programme, upon completion of which, they will be promoted to the position of Aircraft Loading Supervisor. The duration of training programme will normally be 6 months. Applicants with relevant working experience will be considered for the Aircraft Loading Supervisor</p>	<ul style="list-style-type: none"> <li>- Post Secondary or above.</li> <li>- Good interpersonal / organizing skill, valid Hong Kong Driving Licence Class 1 &amp; 2 is an advantage.</li> </ul>	- By Post: 4/F, South Tower, Cathay Pacific City, 8 Scenic Rd, Hong Kong International Airport, Lantau N.T. - By Email : <a href="mailto:neliho@has.com.hk">neliho@has.com.hk</a> - By Fax: 2928 3170
				Load Control Officer	10	All	<ul style="list-style-type: none"> <li>- Distribute loads of the aircraft according to safety regulations, gravity parameters, special requirements, unloading accessibility and other restrictions</li> <li>- Calculate aircraft weight &amp; balance and prepare loading instruction</li> <li>- Complete the loadsheet</li> </ul>	<ul style="list-style-type: none"> <li>- Post Secondary with good result in Mathematics, 1 -2 years experience.</li> <li>- Good spoken English / Chinese</li> </ul>	
				Operations Administrator	5	All	<ul style="list-style-type: none"> <li>- Prepare flight movement documents</li> <li>- Carry out administration duties</li> </ul>	<ul style="list-style-type: none"> <li>- Secondary education with 1 - 2 years experience</li> <li>- Proficiency in PC and holder of valid Hong Kong Driving Licence class 1 &amp; 2</li> </ul>	
				Administration Clerk (1 year contract)	1	All	<ul style="list-style-type: none"> <li>- Provide general clerical support</li> <li>- Assist in other administrative duties including procurement of office supplies, office maintenance, uniform issue and stocktaking</li> </ul>	<ul style="list-style-type: none"> <li>- Secondary education with 1 year experience in office administration.</li> <li>- Pleasant, helpful, organized and proficiency in PC</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	DB	General International Agency Limited 大同理財服務有限公司	<a href="http://www.giahk.com.hk">www.giahk.com.hk</a>	Financial Executive	8-10	BA, HO	<ul style="list-style-type: none"> <li>- Explore new business through calls, personal network or target groups.</li> <li>- Provide financial &amp; insurance services for clients in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent interpersonal &amp; communication skills.</li> <li>- Independent, aggressive &amp; able to work under pressure.</li> <li>- Sound PC knowledge in MS Office</li> </ul>	e-mail to <a href="mailto:humanresources@giahk.com.hk">humanresources@giahk.com.hk</a>
				Administrative Assistant	1	BA	Office administration duty	Sound PC knowledge in MS Office	
Catering	B04	Delifrance (HK) Limited	<a href="http://www.delifrance.com.hk">www.delifrance.com.hk</a>	Manager Trainee	20	Hotel & Catering or other discipline	Successor of the Restaurant Manager. A one-year comprehensive training will be provided to the right candidates before taking up the roles as a leader at store level.	<ul style="list-style-type: none"> <li>- Strong charisma and willing to take challenge</li> <li>- Good communication skills with pleasant and friendly personality</li> <li>- People-oriented and strong interpersonal skills</li> </ul>	<a href="mailto:recruitm@delifrance.com.hk">recruitm@delifrance.com.hk</a>

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Retailing / Wholesaling	D01	Hong Kong Seibu Enterprise Company Limited 香港西武企業有限公司	N/A	Sales Assistant	15	ALL	Responsible for serving customers; provide sales service up to standard.	Service-oriented, good communication skills /with relevant sales or customer service experience would be an advantage	Interested party can send their resume to andrew_lung@seibu.com.hk
				Associate Cahier	15	ALL	Responsible for receiving cash/ Visa payment in Cashier Counter.	Basic English skills, good in numbers, presentable, polite/ with relevant experience would be an advantage	
				Security Officer	10	ALL	Responsible for providing quality security and customer service to our customer, monitor the security operations,access control and oversee the safy	Basic English skills, communication skills. With Security Permit	
				Customer Service Officer	10	ALL	Answer customer enquiries, handle customers' complains and compliments	Good communication skills and language skills, can handle conflict independently	
				Human Resources Assistant	3	BA	Provide administrative support to Human Resources Department	Degree Holder / Mature, independent with excellent interpersonal skills/ Good command of written and spoken English and Chinese	
				Administrative Assistant	3	BA/ DE	Provide administrative support to Buyers	Degree Holder / has good brand knowledge and good fashion sense / Computer proficient, strong with figures and is attentive to details	
Beauty Indurty	D07	Modern Beauty Salon 現代美容中心	www.modernbeautysalon.com	初級美容師	40	Ho	為顧客提供面部清潔、護理及美容服務	學歷、經驗不拘	By email: jobs.recruit@modernbeautysalon.com / human.resourcas@modernbeautysalon.com By fax: 3585 5673 By Tel 2302 6325 --Mr. Ellis Chin
Beauty Indurty	D07	Modern Beauty Salon 現代美容中心	www.modernbeautysalon.com	初級護膚師	40	Ho	為顧客提供護膚療程服務	學歷、經驗不拘	
				戶外推廣員	20	Ho	負責推廣公司美容產品及優惠卷	學歷、經驗不拘 勤奮主動、有責任感、善於與人溝通	
				分店接待員	30	Ho	於美容院內接聽客人來電、接待客人、幫客人辦理登記手續、預約等服務	學歷、經驗不拘 態度親切有禮、樂於與人溝通	
Beauty Indurty	D07	Modern Beauty Salon 現代美容中心	www.modernbeautysalon.com	分店文員	30	Ho	負責分店所有文書處理、物料交收、分店用品存貨數量	學歷、經驗不拘 懂中英文電腦操作及熟悉 MS Office	
				海外發展專員 Operation Management Trainee	30	BA	管理海外分店	中五程度 能操流利國語及良好表達能力 能獨立於海外分店工作	
				營運統籌員 Operation Coordinator	15	BA	- 為分店員工安排合適的在職培訓，提高員工的服務質素及專業水平 - 協助分店營運經理收集及分析營運、服務水平等數據，從而提升服務水平及營運質素 - 解答客戶疑問並建立良好客戶關係	中七或以上程度 積極、有良好的表達能力	
				Graphic Designer	5	DE	- Responsible for packaging design and artwork production for all kinds of promotional materials - Coordinate with marketing department on various marketing and brand building activities	- Diploma or above in Graphic design / Commerical Design or related disciplines - At least 1 year relevant experience in advertising and packaging design - Knowledge of printing production is preferable - Creative, independent, with attention to detail and a team-player who is willing to work under pressure within tight deadlines - Proficient with Macintosh platform and popular graphic software such as Adobe Illustrator, Freehand and PhotoShop	
				Account Clerk	3	BA	- Recording of daily accounting entries - Assist in month-end closing - Perform general accounting functions, A/P, G/L and financial analysis - Bank reconciliation statements - Perform ad hoc duties as required	- Form 7 Graduate or above with LCCI Higher - Min. 1 yrs working experience in handling FULL SET of accounts - Knowledge and hand-on experience in MULTITABLE is an advantage - Mature, self-motivated, responsible and hardworking	
Banking / Financial & Investment / Insurance / Accountancy	A07	Midland Holdings Limited 中聯集團	www.midland.com.hk	Training Assistant	2	ALL	- To liaise with trainer for administration of training and assist in developing materials - To evaluate effectiveness of training programs	- Diploma or above - Good command of written and spoken English and Chinese - Strong in Chinese Word Processing, Excel and PowerPoint is a must - Strong in coordination and communication skills and able to work independently	Fill application form in the exhibition
				Administrative Assistant	2	ALL	- Plan and implement branch renovation and premises facilities improvement projects - Perform administrative tasks to support departmental operation - Responsible for premises and facilities management, office repairs & maintenance, office security, fixed assets management and general housekeeping	- Diploma or above - Strong analytical, interpersonal, coordination and communication skills - Able to work independently and meet tight schedule - Good command of written and spoken English and Chinese - Strong PC skills in using MS office, PowerPoint and Chinese Word Processing	

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
				Public Relations Assistant	2	ALL	<ul style="list-style-type: none"> <li>To maintain contacts with external audiences, such as mass media and professional organizations</li> <li>To handle enquiries from all sectors of the media</li> <li>To organize and manage PR activities so as to promote the corporate image through publications, media and press coverage, and participate in community events and exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Public Relations, Advertising, Journalism, Marketing or related disciplines preferred</li> <li>Pleasant personality, detail-minded with good interpersonal and communication skills and able to work independently in a fast-paced environment</li> <li>Creative, energetic, dynamic and committed To succeed</li> </ul>	
				Programmer	2	ALL	<ul style="list-style-type: none"> <li>To follow software development life cycle in system design, program and test</li> <li>To deliver quality programs and design for development and application support</li> <li>To assist the team leader in improving the development and support processes</li> <li>To plan, configure and optimize the performance of business applications</li> </ul>	<ul style="list-style-type: none"> <li>Diploma or above in Computer Science or Information Technology or other relevant discipline</li> <li>Hands on experience in ADO, ODBC, SQL Server or MySQL etc.</li> <li>Strong analytical, time management and people skills</li> <li>Willing to learn and self-initiative</li> <li>Good communication and interpersonal skill</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	A07	Midland Holdings Limited 美聯集團	<a href="http://www.midland.com.hk">www.midland.com.hk</a>	Accounts Assistant	2	ALL	<ul style="list-style-type: none"> <li>To handle full set of books and accounts</li> <li>To prepare monthly management accounts for the business</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above</li> <li>LCCI Intermediate or above</li> <li>Good command of both spoken and written English and Chinese</li> <li>Familiar with MS word, excel and Chinese word processing</li> <li>Good communication, interpersonal skills and be able to work under pressure</li> </ul>	Fill application form in the exhibition
				Human Resources Assistant	2	ALL	<ul style="list-style-type: none"> <li>To be responsible for formulating HR policies and daily functions including recruitment, performance measurement, employee relations, compensation &amp; benefits and other HR initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Form 7 or Diploma graduate in any disciplines</li> <li>Good command in written and spoken English and Chinese</li> <li>Strong PC skills in using MS Office, PowerPoint and Chinese Word Processing a must</li> <li>Strong sense of responsibility, proven ability to work independently and work under pressure</li> </ul>	
				Advertising Executive	2	ALL	<ul style="list-style-type: none"> <li>Responsible for advertising planning and implementation, in line with defined brand strategy</li> </ul>	<ul style="list-style-type: none"> <li>Diploma Holder or above, preferable in Marketing, Advertising or related disciplines</li> <li>Pleasant Personality, Innovative, Proactive, Independent, Mature &amp; Hardworking</li> <li>Strong Interpersonal and Communication skills</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	A07	Midland Holdings Limited 美聯集團	<a href="http://www.midland.com.hk">www.midland.com.hk</a>	Sales Trainee	10	ALL	<ul style="list-style-type: none"> <li>To provide property information to clients</li> <li>To introduce property listings to clients</li> <li>To update customer database</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above</li> <li>Strong analytical, interpersonal, coordination and communication skills</li> </ul>	Fill application form in the exhibition
				Property Consultant	10	ALL	<ul style="list-style-type: none"> <li>To provide property information to clients</li> <li>To introduce property listings to clients</li> <li>To update customer database</li> <li>To provide sales service to clients</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above</li> <li>Holder of EAA license in real estate</li> </ul>	
Catering	B08	Fairwood Fast Food Limited 大快活快餐有限公司	<a href="http://www.fairwood.com.hk">www.fairwood.com.hk</a>	副經理	1	Ho	協助經理管理分店, 監督各部門確保運作流暢, 及處理日常店務	4年經驗, 最少2年管理經驗, 具上進心, 責任感, 及良好溝通能力	Email: <a href="mailto:recruitshop@fairwood.com.hk">recruitshop@fairwood.com.hk</a>
Catering	B08	Fairwood Fast Food Limited 大快活快餐有限公司	<a href="http://www.fairwood.com.hk">www.fairwood.com.hk</a>	主任	6	Ho	處理日常店務, 協助經理管理前線, 確保運作流暢	2年相關經驗, 熟悉快餐樓面運作, 具上進心, 責任感, 及良好溝通能力	Email: <a href="mailto:recruitshop@fairwood.com.hk">recruitshop@fairwood.com.hk</a>
				見習主任	2	Ho	需處理一般店務, 並協助店舖管理層管理前線, 確保運作流暢	1年以上工作經驗, 主動積極, 好學具上進心, 良好溝通能力	
				前線組長	6	Ho	負責水吧及食物出品工作, 包括沖調飲品及上餐等	1年相關經驗, 主動積極, 性格開朗, 有活力	
Catering	B08	Fairwood Fast Food Limited 大快活快餐有限公司	<a href="http://www.fairwood.com.hk">www.fairwood.com.hk</a>	前線服務員	30	Ho	負責水吧及食物出品工作, 包括沖調飲品及上餐等	無需經驗, 主動積極, 性格開朗, 有活力	Email: <a href="mailto:recruitshop@fairwood.com.hk">recruitshop@fairwood.com.hk</a>
				大堂組長	7	Ho	負責收拾餐具, 整理桌面, 為有需要客人提供協助	待客有禮, 有責任心, 學歷不拘, 1年相關經驗	
				大堂服務員	32	Ho	負責收拾餐具, 整理桌面, 為有需要客人提供協助	待客有禮, 有責任心, 經驗學歷不拘	
				收銀組長	3	Ho	負責一般收銀及售賣工作, 及協助其他店務	一年半相關工作經驗, 主動積極, 性格開朗, 有活力相關經驗優先	
				收銀員	27	Ho	負責一般收銀及售賣工作, 及協助其他店務	半年半相關工作經驗, 主動積極, 性格開朗, 有活力相關經驗優先	
				見習客務副主任	12	Ho	為有需要顧客提供即時協助, 解答查詢及處理簡單投訴	主動有禮, 有良好溝通技巧, 積極, 有活力	

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
				二廚	4	Ho	協助管理一般廚房運作，及負責日常廚務、食物烹調等工作	4年廚務經驗，良好烹調技巧，具備最少1年管理經驗	
				三廚	5	Ho	協助管理一般廚務工作及直接參與食物烹調製作	2年廚務經驗，具備最少半年管理經驗，具上進心，責任感	
				高級助廚	12	Ho	一般廚務工作，準備食材，及負責簡單烹調製作	1年廚務經驗	
				助廚	11	Ho	準備食材，協助烹調製作及清潔工作	無須經驗，刻苦，好學	
				總味主任	5	Ho	負責製作燒味部之食品，監督品質，需直接參與製作程序	5年相關經驗以上，熟悉各類燒味之製作，良好烹調技巧	
				廚房清潔員(洗碗工)	25	Ho	負責廚具及食具清潔	學歷經驗不拘，刻苦	
Property Management	A08	Kai Shing Management Services Ltd And G. R. Club Ltd 楷勝管理服務有限公司及 帝豪會有限公司	<a href="http://www.kaishing.com.hk">www.kaishing.com.hk</a>	Club Officer Assistant Club Officer	TBC TBC	Ho	Assist in delivering quality customer service to our customers and participate in organizing various recreational activities in club house.	- Certificate/Diploma in Club House or Hotel Management preferred - With experience in Club or Hotel management preferred - Good command of both English and Chinese - Familiar with PC operation - Hard working and willing to learn - Shift duty required	1) Fill in application form from exhibition booth 2) Send resume with applied position to either by mail to : Human Resources Department, Room 2301, Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong or by E-mail to : recruit@kaishing.com.hk (Attached resume should be in MS Word for Windows)
				Property Assistant	TBC	Ho, BA	Responsible in supporting property management team for daily operation work and to provide excellent customer services to customers or residents in properties.	- F.5 or above with certificate in Property Management with relevant experience - Knowledge of PC operations - Able to work under pressure	
				Concierge	TBC	Ho	Responsible providing excellent customer services to customers or residents in luxurious properties.	- Diploma holder in hotel management or related subjects with experience in customer service field. - possess energy and take great pride in serving customers - sensitive to cultural differences and ability to handle unexpected events - ability to communicate in English, Cantonese and Mandarin with guests, colleagues and management in professional manner - outstanding customer service, interpersonal and presentation skills	
Property Management	A08	Kai Shing Management Services Ltd And G. R. Club Ltd 楷勝管理服務有限公司及 帝豪會有限公司	<a href="http://www.kaishing.com.hk">www.kaishing.com.hk</a>	Clerk	TBC	ALL	Responsible for general clerical works, receptionist duties and administrative support to the management team.	- Form 5 or above - At least 2 years working experience - Knowledge of PC operations - Able to work under pressure	1) Fill in application form from exhibition booth 2) Send resume with applied position to either by mail to : Human Resources Department, Room 2301, Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong or by E-mail to : recruit@kaishing.com.hk (Attached resume should be in MS Word for Windows)
				Customer Care Ambassador/ (or part time)	TBC	ALL	Responsible providing excellent customer services and handle customer's enquiries in properties.	- Form 5 standard or above, with good English and Chinese - Relevant experience in servicing industry preferred - Responsible for Property Management and customer service - Shift duty required	
				Customer Service Assistant	TBC	ALL	Responsible providing excellent customer services and handle customer's enquiries in properties.	- Form 5 standard or above, with good English and Chinese - Relevant experience in servicing industry preferred - Responsible for Property Management and customer service - Holder of Security Personnel Permit and Recognized Security Training Course Certificate preferred - Shift duty required	
				Technician	TBC	MM EE	Responsible for the repair & maintenance work, follow up job order from customers in properties.	- Holder of Diploma / Certificate related to Building Studies - Familiar with PC operations and good command of both English and Chinese will be an advantage - Work independent and handle emergency repair work - Preference will also given to those candidates holding Registered Electrical Worker Grade A and / or Grade I Plumber's licence - Shift duty and wear uniform required	
Catering	B06	Hudson Management Service Limited	<a href="http://www.sirhudson.com">www.sirhudson.com</a>	Cook / Junior Cook	10	Ho	協助廚房運作，預備配料，各類食物處理及烹調西餐/日式料理 / 西餅製作	良好廣東話及略懂英語，曾修讀有關課程；或對飲食業有興趣，勤奮好學	近照及個人履歷
				Sushi Cook / Junior Sushi Cook		Ho	協助廚房運作，預備配料，各類食物處理，烹調日式料理及壽司製作	良好廣東話及略懂英語，曾修讀有關課程；或對飲食業有興趣，勤奮好學	
				Server / Junior Server	20	Ho	接待客人，餐桌擺設，協助餐廳樓面運作	良好廣東話及略懂英語，對餐飲業有興趣，勤奮好學	

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				Barista / Junior Barista		Ho	<ul style="list-style-type: none"> <li>- Set up table cutlery, serviettes and condiments before starting of meals;</li> <li>- Arrange seats for guests upon their arrival;</li> <li>- Take orders and serve food &amp; beverages;</li> <li>- Familiarizes the menu and recommend dishes, drinks and wines;</li> <li>- Clear the tables and replace cutlery</li> </ul>	<ul style="list-style-type: none"> <li>- Good command of spoken in Cantonese and English;</li> <li>- Good service attitude with courteous and able to communicate with different guests</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	C08	Wing Hang Bank, Ltd. 永亨銀行	<a href="http://www.whbhk.com">www.whbhk.com</a>	Trainee - Consumer Loans	13	BA HO	<ul style="list-style-type: none"> <li>- Cross-sell consumer loan products to customers</li> <li>- Assist in personal loan processing</li> <li>- Provide counter services and other clerical support</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or above</li> <li>- With working experience on selling or customer service</li> <li>- Hard working and with initiative</li> <li>- Good communication and interpersonal skills</li> <li>- Detail-minded, self-motivated and independent</li> <li>- Good PC skill, fast and accurate typing</li> </ul>	<p>By Post: 10/F, Human Resources Division, Wing Hang Bank, Ltd., Hong Kong</p> <p>By Fax: 2851 3798</p> <p>By Email: whbhrd@whbhk.com</p>
				General Clerk	TBC	BA	<ul style="list-style-type: none"> <li>- Provide clerical support in the Department</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or above</li> <li>- Detail-minded, hard working and proactive</li> <li>- Good PC skill, fast and accurate typing</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	A12	Cantaine Property Agency Limited 中原地產代理有限公司	<a href="http://www.cantainet.com">www.cantainet.com</a>	地產代理營業員	50	ALL	完成樓盤之買賣及租賃	需持有有效地產代理或營業員牌照	By Email: hr@mail.cantainet.com
				地產代理見習員	50	ALL	觀察及學習特種地產代理/營業員的實務工作	中五畢業、無須經驗	
				法律助理	2	ALL	負責一般行政、客戶服務及處理投訴等工作，跟進個案	大學畢業、無須經驗	
				助理市場主任	1	ALL	協助市場推廣工作，跟進稿件，負責大型計劃推廣	大學畢業、一年相關工作經驗	
				Programmer	2	IT	負責程式編制工作	大學畢業、一年相關工作經驗	
				電腦技術員	2	IT	負責電腦維修及技術支援	大學畢業、一年相關工作經驗	
				數據分析員	1	IT	負責數據分析及程式編制	大專畢業、無須經驗	
				行政助理	1	ALL	負責一般行政及文職工作	中五畢業、兩年相關工作經驗	
				會計文員	2	BA	負責用金計算、支帳及一般文職工作	中五畢業、持有LCCI中級證書、一年相關工作經驗	
				市場助理	4	ALL	協助市場推廣工作，聯絡客戶，市場調查及一般文職工作	中五畢業、一年相關工作經驗	
Banking / Financial & Investment / Insurance / Accountancy	A12	Cantaine Property Agency Limited 中原地產代理有限公司	<a href="http://www.cantainet.com">www.cantainet.com</a>	分行文員	12	ALL	一般文書、行政及人事工作，需外勤	中五畢業、無須經驗	By Email: hr@mail.cantainet.com
Catering	C01	Maxim's Caterers Limited 美心食品有限公司	<a href="http://www.maxims.com.hk">www.maxims.com.hk</a>	Customer Services	5	Ho	Daily food & beverage operation duties in restaurant	Form 5 or completed Food & Beverage courses at VTC	e-mail: maxrecruit@maxims.com.hk fax: 2216-7816
Catering	C01	Maxim's Caterers Limited 美心食品有限公司	<a href="http://www.maxims.com.hk">www.maxims.com.hk</a>	Receptionist	10	Ho	Daily food & beverage operation duties in restaurant	Form 5 or completed Food & Beverage courses at VTC	e-mail: maxrecruit@maxims.com.hk fax: 2216-7816
			Waiter	20	Ho				
			Server	20	Ho				
			Part-time	20	Ho				
Manufacturing / Engineering	C08	Intelligent CAD/CAM Technology Ltd. 智創科技有限公司	<a href="http://www.ict.com.hk">www.ict.com.hk</a>	Sales Engineers	2	IT, DE, EE, M M	To promote new technological products and develop long-term business relationship with customers and achieve sales target.	Familiar in sales activities and knowledge in industry products. Proficiency in written and spoken English, Mandarin and Cantonese. Good communication and presentation skills.	email to jobs@ict.com.hk or fax 2425 8098
Event Organizing	D02	Hong Kong Convention & Exhibition Centre 香港會議展覽中心	<a href="http://www.hkcec.com">www.hkcec.com</a>	Accounting Assistant	6				Present your resume to the Human Resources Manager by: 1) Mail: 1 Expo Drive, Wanchai, Hong Kong 2) Facsimile: 2582-7034 3) E-mail: hr@hkcec.com

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				Apprentice (Chinese / Western Kitchen)						
				Customer Service Officer						
				Guest Services Representative						
				Human Resources Assistant						
				Waiter / Waitress						
				Please visit the booth in the Exhibition for more details						
Testing	D05	Intertek Testing Services Hong Kong Ltd. 天祥公證行有限公司	<a href="http://www.intertek.com">www.intertek.com</a>	Customer Services Coordinator (Toys & Hardline) – Contract / Permanent	TBC	AS / EE / MM / BA	Day Shift - Mon-Fri : 9am to 5pm & Sat : 9am to 1pm Middle Shift - Mon-Fri : 1:30pm to 9:00pm & Sat : 1pm to 5pm Night Shift - Mon-Fri : 11:00pm to 8:00am  - Provide administrative support to Customer Services department; - Handle sample registration, document review, etc.	- Detail minded, Independent with good interpersonal skill - Proficiency in PC skill with English typing speed at least 35wpm - Allowance will be provided for Middle & night shift position	email: <a href="mailto:recruit.hk@intertek.com">recruit.hk@intertek.com</a> address: 11/F Garment Centre, 576 Castle Peak Road, KLN Fax: 2371 0984	
Testing	D05	Intertek Testing Services Hong Kong Ltd. 天祥公證行有限公司	<a href="http://www.intertek.com">www.intertek.com</a>	Merchandiser (Toys & Hardgoods)	1	AS / EE / MM / BA	- Source suppliers and manufacturers for oversea clients to process production of new hardgoods products/items - Liaise intimately with suppliers to follow purchase order in accordance with the requirement of oversea clients - Coordinate and liaise closely with retailers to follow-up order status and achieve QA requirement of their customers - Coordinate inspection and testing programs with suppliers and offshore office - Arrange buying trips for oversea clients	- With knowledge of import / export business practices - With knowledge of product safety testing and inspection requirements will be an advantage - Proficiency in written and spoken English and Chinese / Mandarin	email: <a href="mailto:recruit.hk@intertek.com">recruit.hk@intertek.com</a> address: 11/F Garment Centre, 576 Castle Peak Road, KLN Fax: 2371 0984	
				Project Engineer (Toys & Hardgoods)	1	AS / EE / MM	- Liaise closely with existing clients to identify their quality assurance needs - Deliver technical support to the clients by providing tailor-made quality assurance plan and professional advice to them - Coordinate closely with suppliers and vendors in order to achieve the quality requirement of the customers	- At least 1 year experience in key account management - Experience gained in laboratory testing field or in toys / hardgoods industry will be a definite advantage - Proficiency in written and spoken English and Chinese / Mandarin - Good interpersonal skill and communication skill		
				Textile Engineer	TBC	DE	- Conduct tests on quality performance of textiles and garments, focused on color fastness, fibre composition, dimensional stability and other physical and chemical properties - Responsible for test result checking, assessment, & grading - Perform test demonstration - Review test procedure & standard and client's test specification	- Degree / HD / Dip. holder in Textile related disciplines - Proficiency in English & Chinese - Stable and mature enough to work independently		
Testing	D05	Intertek Testing Services Hong Kong Ltd. 天祥公證行有限公司	<a href="http://www.intertek.com">www.intertek.com</a>	Customer Service Coordinator II	TBC	DE	- Deliver customer services by acting as the coordinator and monitor between external clients and internal technical colleagues - Handle test requisitions and follow up orders - Prepare the test request and handle customer inquiries	- Diploma or above - Good command in English is a must, knowledge in Mandarin an advantage - Self-initiated and be a good team player	email: <a href="mailto:recruit.hk@intertek.com">recruit.hk@intertek.com</a> address: 11/F Garment Centre, 576 Castle Peak Road, KLN Fax: 2371 0984	
Telecommunication / Communication	A03	PCCW Directories Limited 電訊盈科有限公司	<a href="http://www.pccw.com">www.pccw.com</a>	Senior Account Executive	20	BA / IT/DE	- Promote our Yellow Pages advertising products on various media platforms including TV (YPTV on now TV channel 502), mobile (Mobile Yellow Pages), online (yp.com.hk & reseller of third party platforms such as Yahoo & Google) printed Yellow Pages to SME customers. - Provide excellent account management services to assigned and new customers - Explore new sales opportunities to increase company revenue and market share - Work closely with internal departments for the production and design of customers' advertisement	- Basic IT knowledge & good understanding on Internet & latest technology development - Possess knowledge on graphic design is an definite advantage - Aggressive, mature, flexible and able to work under pressure - Good communication & presentation skills in both spoken and written English & Chinese	Please send resume to Human Resources Department by 1. email at: <a href="mailto:hr@pccw.com">hr@pccw.com</a> 2. fax to: 28278322 3. post to: 23/F East Exchange Tower, 38 Leighton Road, Causeway Bay, Hong Kong	
				Assistant System Specialist / System Specialist	2	IT	- To implement, support and manage the information infrastructure including servers, storage, workstations, networks, software and web. - To manage the inventory control of computer hardware and software - To provide day-to-day operation supports of internal users including problem investigation, performance tuning, server administration (Novell, Windows 2000 / 2003 and Unix), security control, facility set up, system and user data backup, system recovery, job dispatching control, hardware upgrade and software version upgrade - To liaise with external vendors for outsourcing services - To perform quality assurance of deploying new applications and running batch jobs - To coordinate with business focus team on implementation related issues and identification of technical resources required - To participate in dedicated project task forces for IS/IT infrastructure improvement	- Higher Diploma/Degree in Information Technology or related discipline with Microsoft MCSE and Unix Training - 2 – 4 years experience in system, network and project implementation support - Hands-on experience of supporting various hardware platform and software platform and network platform, in particular, Window 2000, Window 2003, MS Active Directory, Novell Network, MS SQL, TrendMicro Security system, Firewall, Web Server, VLAN, Dell SAN Storage - Strong technical know-how on networking, systems/web/database server and client operating system technology - Good business sense with the focus on providing technical support to users. - Good command of spoken and written English and Chinese, knowledge of Putonghua is a plus - Candidate with less experience may be considered for Assistant System Specialist		
Others	A10	Success Universe Group 寶德環球集團	<a href="http://www.mcausuccess.com">www.mcausuccess.com</a>	Marketing Executive Trainee (Bullion Business)	10	All	- To promote and market a wide range of financial and investment products with quality services - To enhance customer relationship through quality marketing activities	- Tertiary education or above - Good command of written and spoken English and Cantonese - Knowledge of Putonghua an advantage - Good communication and interpersonal skills - A team player and self-motivated	via email at <a href="mailto:hr5@successug.com">hr5@successug.com</a> / On site application	
				Account Executive (Securities Business)	7	BA	- To responsible for Sales trading function in HK equities - To develop relationship with clients - To identify & develop new clients - To assist in conducting seminars and marketing activities	- Tertiary education or above - Good command of written and spoken English and Cantonese - Knowledge of Putonghua an advantage - Good communication and interpersonal skills - A team player and self-motivated	via email at <a href="mailto:hr5@successug.com">hr5@successug.com</a> / On site application	

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				Assistant IT Support Engineer	2	IT	<ul style="list-style-type: none"> <li>- To assist in administering and supporting the company servers on different OS including Win 2K/2003, Linux, firewall and switches etc</li> <li>- To install and configure the system to end users</li> <li>- To be responsible for daily backup and hardware/software upgrade</li> <li>- To perform daily operation tasks, hardware / software procurement and Inventory taking / checking</li> <li>- To provide 7x24 on call support services and may work for irregular hours if necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma or above in IT</li> <li>- Hands-on experiences in network system implementation, server administration, troubleshooting and end-user support</li> <li>- Familiar with and experience in Windows 2000/XP/2003, Active Directory, Server backup, Exchange servers, Linux (POSTFIX, SEND MAIL), LAN/WAN, switches(3Com, Cisco) and firewalls</li> <li>- Experience in dealing with multiple vendorson IT projects is an advantage</li> <li>- Self-motivated, responsible with strong interpersonal and communication skills</li> <li>- Able to work independently and work under pressure with multiple user environments</li> </ul>	via email at hr5@successug.com / On site application
Others	A10	Success Universe Group 實德環球集團	<a href="http://www.macausuccess.com">www.macausuccess.com</a>	Administrative Assistant	2	BA	<ul style="list-style-type: none"> <li>- To provide all-round administrative support to the Corporate Communications Department</li> <li>- To build up and maintain filing system for the department</li> <li>- To participate in ad-hoc projects assigned by supervisors</li> </ul>	<ul style="list-style-type: none"> <li>- Tertiary education or above</li> <li>- Good command of written and spoken English and Cantonese</li> <li>- Knowledge of Putonghua an advantage</li> <li>- Proficient in MS Office applications (MS Word, Excel &amp; Powerpoint) and Chinese Word Processing</li> <li>- Good communication and interpersonal skills</li> <li>- Self-motivated and able to work under minimum supervision</li> <li>- Detail-minded and able to work under pressure and meet tight deadlines</li> </ul>	via email at hr5@successug.com / On site application
				Junior Secretary	2	BA	<ul style="list-style-type: none"> <li>- To provide secretarial support to senior executive</li> </ul>	<ul style="list-style-type: none"> <li>- Tertiary education or above</li> <li>- Good command of written and spoken English and Cantonese</li> <li>- Fluent in Putonghua an advantage</li> <li>- Proficient in MS Office applications (MS Word, Excel &amp; Powerpoint) and Chinese Word Processing</li> <li>- Good communication and interpersonal skills</li> <li>- Well organized, independent with good coordination skills</li> <li>- Patient, flexible and proactive with good working attitude</li> <li>- Capable of working under pressure</li> </ul>	
Others	A10	Success Universe Group 實德環球集團	<a href="http://www.macausuccess.com">www.macausuccess.com</a>	Sales Secretary	2	BA	<ul style="list-style-type: none"> <li>- To provide secretarial and administrative support to sales team</li> <li>- To prepare financial related reports for the department</li> </ul>	<ul style="list-style-type: none"> <li>- Tertiary education or above</li> <li>- Good command of written and spoken English and Cantonese</li> <li>- Knowledge of Putonghua an advantage</li> <li>- Proficient in MS Office applications (MS Word, Excel &amp; Powerpoint) and Chinese Word Processing</li> <li>- Good communication and interpersonal skills</li> <li>- Well organized, independent with good coordination skills</li> <li>- Patient and proactive with good working attitude</li> <li>- Capable of working under pressure</li> </ul>	via email at hr5@successug.com / On site application
Hotel	C10	Hotel Nikko Hong Kong 香港日航酒店	<a href="http://www.hotelnikko.com.hk">www.hotelnikko.com.hk</a>	Waiter / Waitress	3	Ho	Please visit the booth in the Exhibition for more details		send resume and CV directly to Hotel Nikko Hongkong
				Barman / Barmaid	1	Ho			
Hotel	C10	Hotel Nikko Hong Kong 香港日航酒店	<a href="http://www.hotelnikko.com.hk">www.hotelnikko.com.hk</a>	Bell Attendant	1	Ho	Please visit the booth in the Exhibition for more details		send resume and CV directly to Hotel Nikko Hongkong
				Hostess	1	Ho			
I.T.	DB	New Digital Noise (N.D.N.) Limited 新音制作有限公司	<a href="http://www.ndn.com.hk">www.ndn.com.hk</a>	Web Designer	2	IT	<ul style="list-style-type: none"> <li>- Responsible for website programming &amp; development;</li> <li>- Responsible for database program design &amp; implementation;</li> <li>- Perform technical support &amp; upgrades on websites;</li> </ul>	<ul style="list-style-type: none"> <li>- Degree/Higher Diploma holder in Computer Science or equivalent;</li> <li>- Experience in e-Commerce related web development is an advantage;</li> <li>- Experience in using PHP, MySQL, Javascript;</li> <li>- Knowledge in Apache, shellscript, MS SQL, HTML, XML, CSS, Ajax, Flash, Dreamweaver and RDBMS;</li> <li>- System knowledge on Windows, Unix &amp; Linux platform;</li> <li>- Energetic, self-motivated, &amp; independent;</li> <li>- Good analytical &amp; troubleshooting skills;</li> </ul>	5 days work week in Quarry Bay. Interested parties, please send CV detailing your qualifications, work experience and expected salary to eugenia.pang@ndn.com.hk
				Web Programmer	2	IT	<ul style="list-style-type: none"> <li>- Please visit the company website for more details</li> </ul>	<ul style="list-style-type: none"> <li>- Higher Diploma / Associate Degree / Degree Holders graduated from Computer Graphic / Multimedia/ Arts/ Web Design or related subject.</li> <li>- Fantastic visual designer that demonstrates in-depth knowledge from graphical user-interfaces to interactive software &amp; web applications.</li> <li>- Possess superb creativity, exceptional diverse design talents &amp; attention to detail.</li> <li>- Care about web standards and keeping up with the latest trends and technologies</li> <li>- Expert skills in using Adobe Flash, Photoshop, Dreamweaver, Fireworks, Illustrator and Freehand etc.</li> <li>- Knowledge on audio visual softwares and programming languages like HTML, Javascript, ActionScript, CSS and 3D.</li> <li>- Hands-on work experience with interactive media design will be advantage</li> <li>- Strong interpersonal skills, self-motivated, responsible &amp; ability to co-manage client relationships.</li> <li>- Able to produce results independently as well as work collaboratively with a multi-disciplinary design &amp; programming team.</li> <li>- Solid multimedia portfolio required showing a breadth of online &amp; offline projects.</li> <li>- Flexible Design Style.</li> </ul>	Interested parties, please send CV detailing your qualifications, working experience with YOUR PORTFOLIO OF DESIGNS and expected salary to eugenia.pang@ndn.com.hk
Travel / Tourism	B14	Jardine Airport Services Limited 怡中航空服務有限公司	<a href="http://www.jasg.com">www.jasg.com</a>	Passenger Services Agent	TBC	ALL	<ul style="list-style-type: none"> <li>- To provide passenger service at check-in counter, flight information desk and boarding gate</li> <li>- To greet passengers at the arrival and departure halls and in transit</li> <li>- To engage in travel document checking, seat assignment, data entry, queue management and excess baggage collection</li> </ul>	<ul style="list-style-type: none"> <li>- HKCEE or equivalent</li> <li>- Good spoken English, Cantonese and Mandarin, knowledge of other foreign languages is an advantage</li> <li>- Positive attitude with a commitment to work in the aviation industry</li> <li>- Experience in customer service is an asset</li> <li>- Detail-minded, patient and able to work under pressure</li> <li>- Willing to perform shift duty and overtime work</li> </ul>	Interested parties please send full resume, stating the availability and expected salary, to our company by: 1) Email: jas.hr@jasg.com 2) Mail: 4/F., CNAC House, 12 Tung Fai Road, Hong Kong International Airport, Lantau

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
				Aircraft Dispatch & Station Control Officer			<ul style="list-style-type: none"> <li>- To coordinate with third parties service providers and supervise overall aircraft turnaround handling on the apron</li> <li>- To perform basic aircraft weight and balance functions</li> <li>- To provide flight operations and aircrew administration services</li> <li>- To work in shift duty</li> </ul>	<ul style="list-style-type: none"> <li>- HKCEE or above</li> <li>- Airport/airline working experience is an asset</li> <li>- Good command of English</li> <li>- Fluent Mandarin is an advantage</li> <li>- Sensitive to figures</li> <li>- Good communication and interpersonal skills</li> <li>- Willing to perform overnight shift</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	DB	CIGNA Worldwide Life Insurance Company Limited & CIGNA Worldwide General Insurance Company Limited 香港信託環球保險公司	<a href="http://www.cigna.com.hk">http://www.cigna.com.hk</a>	Contact Center Associate	20	BA	<ul style="list-style-type: none"> <li>- To perform and complete the entire sales cycle through telephone approach including outbound prospecting, products presentation, objection handling and closing of deal (No cold call is required)</li> <li>- To provide sales and technical-product information to prospective customers throughout the process and maintain accurate logs and records of all call results including timely follow-up with all future prospects.</li> <li>- Understands and follows through on client inquiries, requests, or complaints. Makes self fully available to customers and takes personal responsibility for correcting customer service problems within established guidelines. Offers knowledgeable, efficient and cheerful service. Communicates in a professional, diplomatic manner with good voice quality, diction and articulation. Relates to people in an open, friendly manner. Monitors client satisfaction.</li> </ul>	<p>Candidates who are:</p> <ul style="list-style-type: none"> <li>- Well organize, pro-active and self motivated, with the ability to prioritize tasks with a strong sense of urgency and to manage time effectively.</li> <li>- Excellent inter-personal skills with the ability to communicate at all levels using fluent Cantonese.</li> <li>- Strong client focus and extensive sales skills, to include prospecting, needs analysis and demonstrating / presenting.</li> </ul>	Please call our Recruitment Hotline at 2233-4567 or email us at hrhk@cigna.com for enquiries
Hospitality	D13	Hong Kong International Airport Services Limited (HIAS)	<a href="http://www.dragonair.com/ta/en_HK/hiashome">http://www.dragonair.com/ta/en_HK/hiashome</a>	Customer Services Officer (Airside Operations / Landside Operations)	1 or above	ALL	<ul style="list-style-type: none"> <li>- To provide efficient and courteous check-in services to passengers in order to achieve on time flight departure</li> <li>- To handle passengers at boarding and arrival gates efficiently</li> </ul>	<ul style="list-style-type: none"> <li>- Form 5 or above with passes in English Language, Chinese Language and Mathematics in HKCEE or equivalent</li> <li>- Proficiency in English &amp; Chinese, Good command of Putonghua</li> <li>- Able to work independently and under pressure</li> <li>- Good Interpersonal Skills</li> <li>- Willing to work overnight shift</li> </ul>	<a href="mailto:recruit.hias@dragonair.com">Email to: recruit.hias@dragonair.com</a>
				Japanese / Korean / French Customer Services Officer (Airside / Landside Operations)	1 or above	ALL			
				Customer Services Officer (Baggage)	1 or above	ALL	<ul style="list-style-type: none"> <li>- To assist passengers in reclaiming baggage</li> <li>- To handle baggage transfer and loss &amp; found items</li> </ul>		
Hospitality	D13	Hong Kong International Airport Services Limited (HIAS)	<a href="http://www.dragonair.com/ta/en_HK/hiashome">http://www.dragonair.com/ta/en_HK/hiashome</a>	Customer Services Officers (Lounge)	1 or above	ALL	<ul style="list-style-type: none"> <li>- To provide services at the VIP Lounge at the airport</li> </ul>	<ul style="list-style-type: none"> <li>- Form 5 or above with passes in English Language, Chinese Language and Mathematics in HKCEE or equivalent</li> <li>- Proficiency in English &amp; Chinese, Good command of Putonghua</li> <li>- Able to work independently and under pressure</li> <li>- Good Interpersonal Skills</li> <li>- Willing to work overnight shift</li> </ul>	<a href="mailto:recruit.hias@dragonair.com">Email to: recruit.hias@dragonair.com</a>
				Customer Services Officer (Ticketing)	1 or above	ALL	<ul style="list-style-type: none"> <li>- To handle flight reservation</li> <li>- To handle standby passengers and answer queries at airport information counter</li> <li>- To facilitate air ticket issuance, including issuing of new tickets and re-routing</li> </ul>		
				Flight Operations Officer	1 or above	ALL	<ul style="list-style-type: none"> <li>- To prepare pre-flight documents for flight dispatch</li> <li>- To answer enquiries on aircraft schedules &amp; operation matters</li> <li>- To provide flight crew briefing services</li> </ul>		
				Flight Control Officer	1 or above	ALL	<ul style="list-style-type: none"> <li>- To prepare pre-flight editing and catering order</li> <li>- To calculate aircraft weight and balance</li> <li>- To issue loading instructions</li> </ul>		
				Ramp Control Officer	1 or above	ALL	<ul style="list-style-type: none"> <li>- To monitor dis/embarkation of passengers; service parties for un/loading of cargo &amp; baggage</li> <li>- To check if ramp operations procedures are completed and/or in progress in accordance with ground handling regulations and instruction</li> <li>- To exercise control on all ground activities during aircraft on ground</li> <li>- To liaise with Flight Control Officer to obtain the flight details</li> </ul>		
Hospitality	D13	Hong Kong International Airport Services Limited (HIAS)	<a href="http://www.dragonair.com/ta/en_HK/hiashome">http://www.dragonair.com/ta/en_HK/hiashome</a>	Cargo Services Officer	1 or above	ALL	<ul style="list-style-type: none"> <li>- To handle cargo document</li> <li>- To prepare cargo export and import documents</li> <li>- To monitor cargo equipment control</li> <li>- To handle cargo tracing and claims</li> </ul>	<ul style="list-style-type: none"> <li>- Form 5 or above with passes in English Language, Chinese Language and Mathematics in HKCEE or equivalent</li> <li>- Proficiency in English &amp; Chinese, Good command of Putonghua</li> <li>- Able to work independently and under pressure</li> <li>- Good Interpersonal Skills</li> <li>- Willing to work overnight shift</li> </ul>	<a href="mailto:recruit.hias@dragonair.com">Email to: recruit.hias@dragonair.com</a>
Manufacturing - Food	DB	Gourmet House Limited	<a href="http://www.gourmethouse.com.hk">www.gourmethouse.com.hk</a>	Production Trainee - Bakery	3	HO/MM	Production of bread and cookies	Relevant certificates	Call Miss Chan at 25588686
				Production Trainee - Chocolate	2	HO/MM	Production of chocolate	Relevant certificates	
				Production Worker - Bakery	3	HO/MM	Production of bread and cookies	Nil	
Manufacturing - Food	DB	Gourmet House Limited	<a href="http://www.gourmethouse.com.hk">www.gourmethouse.com.hk</a>	Senior Production Operator - Bakery (night shift)	1	HO/MM	Production of bread and cookies	Relevant certificates	Call Miss Chan at 25588686
				Sales Coordinator (Office)	1	BA/IT/HO/M	Take orders for customers, delivery arrangement, sales & marketing support	2 years experience in dealing with customers	Send resume to resume@gourmethouse.com.hk
				Production Worker - Bakery (night shift)	1	HO/MM	Production of bread and cookies	Nil	Call Miss Chan at 25588686

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
I.T.	DB	Ross <a href="http://www.rossulliaross.com">www.rossulliaross.com</a>	<a href="http://www.rossulliaross.com">www.rossulliaross.com</a>	Clerical Officer	5	AS/BA	<ul style="list-style-type: none"> <li>To undertake general clerical duties including typing, filing, record keeping, photocopying, PC operations, handling incoming telephone calls and any other routine office work as required</li> <li>To maintain adequate office supplies</li> <li>To provide support to assigned business functions as instructed by client</li> <li>Previous working experience for serving Utilities firm is highly essential</li> </ul> Work site: 1 vacancy at Chee Wan Shan and 1 vacancy at Sheung Shui	<ul style="list-style-type: none"> <li>Form 5 with 5 passes in HKCEE including English</li> <li>Proficient in Microsoft Office and Chinese Word Processing applications</li> <li>At least two years working experience, preferably in administration</li> <li>Pleasant and courteous with good telephone manner</li> </ul>	email to: <a href="mailto:itar-hk@rossulliaross.com">itar-hk@rossulliaross.com</a>
				Logistic Assistant	2	AS/BA	<ul style="list-style-type: none"> <li>Provide logistical support for the production of the programme brochures and organization of press conference cum briefing session for schools</li> <li>Handle bookings of activities with the respective programme providers and work closely with them for confirmation of programme details and attendance</li> <li>Promote additional programmes, process school booking applications, follow-up with programme providers as well as publicize the finale performances for the Event</li> <li>Prepare, distribute, collect and summarize questionnaires from participating schools</li> <li>Attend activities of the Event so as to understand the response and enhance liaisons with them</li> <li>Coordinate with programme providers and arrange cultural volunteers to be the observers or photographers</li> <li>Compile statistical reports</li> <li>Perform any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Obtained 3 subjects at Grade D including English (syl B) and Chinese in the HKCEE, and Pass 2 subjects at HKAL</li> <li>Good computer knowledge, including MS. Word, Excel applications</li> </ul>	
				Junior Programmer	3	IT	<ul style="list-style-type: none"> <li>Development, implementation &amp; support for integration projects</li> <li>24x7 pager support for Enterprise Application Platform</li> <li>Experience in Web Development</li> <li>Experience in Java, XML, and RDBMS</li> </ul>	<ul style="list-style-type: none"> <li>Degree holder in Computer Science or equivalent</li> <li>Good communication presentation skills with analytical mind</li> <li>Active team player with outgoing and self-motivated characteristics</li> <li>Fluent in spoken English and Cantonese</li> </ul>	
				Technical Support	5	IT	<ul style="list-style-type: none"> <li>Hotline support to 7x24 hour IT Call Centre</li> <li>Shift duty is required</li> <li>Able to work independent and supervise junior staff during shift duty</li> <li>Perform notification and escalation to different levels of staff based on predefined procedures</li> <li>Experience in provide helpdesk support or technical support on desktop, network problem, sound knowledge in MS Office, MS Window Server</li> </ul>	<ul style="list-style-type: none"> <li>Degree holder in Computer Science or equivalent</li> <li>Good telephone manner</li> <li>Fluent in spoken English and Cantonese</li> </ul>	
				Web Developer	1	IT	<ul style="list-style-type: none"> <li>Development, implementation &amp; support for integration projects</li> <li>Solid experience with the following technical skills: ASP.NET, ASP, JavaScript, DHTML, CSS, HTML</li> <li>At least 2yrs of Experience in web application is a must</li> </ul>	<ul style="list-style-type: none"> <li>Degree holder in Computer Science or equivalent</li> <li>Good communication presentation skills with analytical mind</li> <li>Active team player with outgoing and self-motivated characteristics</li> <li>Fluent in spoken English and Cantonese</li> </ul>	
Electronic Engineering	DB	東英集團 Anglo East Group <a href="http://www.angloeastgroup.com">www.angloeastgroup.com</a>	<a href="http://www.angloeastgroup.com">www.angloeastgroup.com</a>	Electronic Technician	4-5	EE	Setup maintenance of security (alarm) system	Basic understanding of electronic circuit diagram. Skills in Operating Systems: Windows 95/98/2000/XP, knowledge of Linux and Novell 4.xx or higher is a plus. With basic network administration knowledge (i.e. TCP/IP networking LAN/WAN). Good level of English and Cantonese, with Mandarin would be an advantage	Email: <a href="mailto:recruit@aeeg.com.hk">recruit@aeeg.com.hk</a> Fax : 2865 3717
				Insurance Clerk	1	BA	<ul style="list-style-type: none"> <li>Preparation of proposals, issue of insurance policy, database management</li> <li>Provide customer services to client including administration and enquiries</li> <li>Perform general clerical duties</li> </ul>	<ul style="list-style-type: none"> <li>Good level of English and Cantonese, with Mandarin would be an advantage</li> <li>With IQAS will be an advantage</li> </ul>	
Business Administration	DB	東英集團 Anglo East Group <a href="http://www.angloeastgroup.com">www.angloeastgroup.com</a>	<a href="http://www.angloeastgroup.com">www.angloeastgroup.com</a>	Customer Service Clerk	1	BA/EE	<ul style="list-style-type: none"> <li>To handle customer enquiries and complaints timely and tactfully</li> <li>To ensure high level of customer satisfaction</li> <li>To follow up clients' requests and site visits if needed</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication, interpersonal &amp; presentation skills</li> <li>Good level of English and Cantonese, with Mandarin would be an advantage</li> <li>Detail-minded, with secretary knowledge would be an advantage</li> <li>Familiar in AutoCAD would be an advantage</li> </ul>	Email: <a href="mailto:recruit@aeeg.com.hk">recruit@aeeg.com.hk</a> Fax : 2865 3717
				Sales Representative	3	BA/EE	Explore new customers and maintain existing customers. Achieve or even out-perform both sales and profit targets in selling out security/ logistics/ insurance services	<ul style="list-style-type: none"> <li>Strong communication, interpersonal &amp; presentation skills</li> <li>Good level of English and Cantonese, with Mandarin an advantage</li> </ul>	
				Accounts Clerk	3	BA	Handling full set account. Provide relevant support in Account Dept.	<ul style="list-style-type: none"> <li>Holder of LCC-II or above</li> <li>Good level of English and Cantonese, with Mandarin an advantage</li> <li>Proficiency in PC usage</li> <li>Knowledge of ACCPAC system is an advantage</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	DB	The Prudential Assurance Co. Ltd 英國保誠保險有限公司 <a href="http://www.prudential.com.hk">www.prudential.com.hk</a>	<a href="http://www.prudential.com.hk">www.prudential.com.hk</a>	Admin Assistant (Life Underwriting & Issue)	1/2	ALL	<ul style="list-style-type: none"> <li>Record incoming proposals and assist in policy issues</li> <li>Provide cashing service to customers and record payment transactions</li> <li>Handle agents' enquiries in a professional manner</li> <li>Provide clerical support including data input and other administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above, with 1 year relevant experience preferable</li> <li>Proficiency in MS Office and Chinese typing</li> <li>Fast and accurate typing skills</li> <li>Shift duty will be required (8 hours per day between 12:00noon to 10:00pm)</li> </ul>	by Mail: 25/F, One Exchange Square, Central, HK by Email: <a href="mailto:staff_recruit@prudential.com.hk">staff_recruit@prudential.com.hk</a> by Fax: 2525 0434
				Admin Assistant (Life Policy Administration)	2/3	ALL	<ul style="list-style-type: none"> <li>Provide quality service on policy alterations to customers and agents</li> <li>Handle daily enquires from agents</li> <li>Provide administrative support to the department</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above, preferably with LOMA &amp; PCS qualifications</li> <li>Preferably with 1 year customer service or relevant experience</li> <li>Proficiency in MS Office and Chinese typing</li> <li>Customer focused and high flexibility</li> <li>Fast and accurate typing skills</li> </ul>	
				Assistant Officer (Customer Service)	1/2	ALL	<ul style="list-style-type: none"> <li>Deliver quality customer service on phone or at the service counter</li> <li>Address customer enquiries on phone or face-to-face</li> <li>Assist in customer service programs</li> </ul>	<ul style="list-style-type: none"> <li>F.5 or above, preferably with professional insurance qualifications</li> <li>Preferably with 1 year call Centre or customer service experience</li> <li>Excellent communication and interpersonal skills</li> <li>Mature and customer focused</li> </ul>	
				Assistant Officer (Life Claims)	1/2	ALL	<ul style="list-style-type: none"> <li>Perform life claims assessment and handle agents' enquiries</li> <li>Participate in various projects</li> <li>Provide administrative support to the department</li> </ul>	<ul style="list-style-type: none"> <li>Diploma holder or above with qualifications in FLMI, ALHC or ACS an advantage</li> <li>Preferably with 1 year life claims experience</li> <li>Good analytical, interpersonal and communication skills</li> <li>Proficiency in MS Office</li> </ul>	
Banking / Financial & Investment / Insurance / Accountancy	DB	The Prudential Assurance Co. Ltd 英國保誠保險有限公司 <a href="http://www.prudential.com.hk">www.prudential.com.hk</a>	<a href="http://www.prudential.com.hk">www.prudential.com.hk</a>	Business Analyst (Life Technical Service)	1/2	ALL	<ul style="list-style-type: none"> <li>Prepare user requirements, test plans and test documents for system related projects</li> <li>Conduct user acceptance tests and user training</li> <li>Coordinate with IT on behalf of Life Administration users on daily system needs</li> </ul>	<ul style="list-style-type: none"> <li>Diploma holder or above in relevant discipline</li> <li>Preferably with 1 year relevant experience in business analysis</li> <li>Good analytical, interpersonal and communication skills</li> <li>Proficient in MS Office and Brio Query</li> </ul>	by Mail: 25/F, One Exchange Square, Central, HK by Email: <a href="mailto:staff_recruit@prudential.com.hk">staff_recruit@prudential.com.hk</a> by Fax: 2525 0434
				Part-time Admin Assistant (LPA)	1/2	ALL	<ul style="list-style-type: none"> <li>Provide document verification service to customers at service centres</li> <li>Address customer enquiries on phone or face-to-face</li> <li>Provide administrative support including data input and filing</li> </ul>	<ul style="list-style-type: none"> <li>Good spoken and written English and Chinese (including Mandarin)</li> <li>Good PC skills</li> <li>Flexible working hours</li> <li>Undergraduate are also welcomed</li> </ul>	

Category	Booth No. / DB= Job Vacancy Board	Organisation / Company Name ^	Website	Position(s) offered	No. of Vacancies	Study Field *	Job duties	Job requirements	Application Method
Construction and Information Technology	B17	Cypress Systems Limited 科拓系統有限公司	<a href="http://www.cypressasia.com">www.cypressasia.com</a>	Programmer	3	IT, Computer Science, Computer Engineering, Electronic Engineering, Electrical Engineering.	Work as a team to design and research new products. Develop application to integrate RFID, WIFI Networking and Bus system. Maintain and enhance application on Windows Media Center on Windows Vista	Experience in Actionscript 2.0 and C/C++ Java Servlet, NET, UML, or Linux will be an advantage. Excellent interpersonal skill and good team player.	Wmail to: mmak@cypressasia.com
				Assistant Engineer	3	Building Services Engineering, Electrical Engineering, Electronic Engineering, Mechanical Engineering, Control and Automation.	Project handling and management, system design, site coordination with clients and sub-contractors, testing & commissioning, technical support	Self-motivation to solve problem independently and professionally. Construction site working experience and handles projects independently. Hands-on experience in Autocad and MS Office. Fluency in written and spoken English.	
Construction and Information Technology	B17	Cypress Systems Limited 科拓系統有限公司	<a href="http://www.cypressasia.com">www.cypressasia.com</a>	Technician	1	Electrical Engineering, Control and Automation.	安裝、維修及保養智能家居系統/電子工程	Building Services, Automation & Electronic	Wmail to: mmak@cypressasia.com
Transportation	B02	Cathay Pacific Airways 國泰航空公司	<a href="http://www.cathaypacific.com">www.cathaypacific.com</a>	Flight Attendant	1,500	ALL	To provide service inflight	Form 5 or above, with a pass in English Hong Kong permanent resident status Fluent in Mandarin, Cantonese and English Arm-reach of 208cm	To apply online at <a href="http://www.cathaypacific.com">www.cathaypacific.com</a>