

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Front Office:Guest Service Agent</b>
Qualifications and Requirements:	1) Degree / Higher Diploma holder in Hotel Management or related discipline 2) Minimum of 1 year relevant working experience is preferred (Fresh graduate will also be considered) 3) Presentable, full of confidence and able to work under pressure 4) Fluent in English and Cantonese, additional language would be an advantage 5) Shift duties required
Duties and Responsibilities:	To ensure that all guests receive efficient and friendly check in, rooming and check out Deliver customer service based on hotel standard & procedures, conduct up-selling and cross selling to maximize hotel revenue
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Front Office - Concierge: Concierge Ambassador</b>
Qualifications and Requirements:	1) 1 year related working experience preferred (Fresh graduate will also be considered) 2) Good command of spoken English and Chinese 3) Customer services oriented 4) Excellent communication and interpersonal skills 5) Good team player 6) Shift duties required
Duties and Responsibilities:	Be the positive initial and final contact with guests, whilst ensuring the concierge is kept running efficiently at all times To handle guest luggage, trunks and packages within the hotel area To handle enquiries and requests from all guests with friendliness and professionalism
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$11,500 - \$12,000
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Sales &amp; Marketing: Reservation Sales Agent</b>
Qualifications and Requirements:	<ol style="list-style-type: none"><li>1) Degree / Higher Diploma holder in Hotel Management or related discipline</li><li>2) Minimum of 1 year relevant working experience is preferred (Fresh graduate will also be considered)</li><li>3) A good team player with excellent communication and interpersonal skills</li><li>4) Proficiency in Computer Operation and knowledge in MS Office</li><li>5) Sound knowledge of Opera Hotel Information System is a definite advantage</li><li>6) Excellent command of written and spoken English and Chinese</li><li>7) Shift duties required</li></ol>
Duties and Responsibilities:	Handle room reservations and blocks by providing excellent and professional service Support Reservations Department to maximize revenue, efficiency and productivity
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$13,500 - \$14,000
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Sales &amp; Marketing: Sales Coordinator</b>
Qualifications and Requirements:	1) Degree / Higher Diploma holder in Hotel Management or related discipline 2) Minimum of 1 year relevant working experience is preferred (Fresh graduate will also be considered) 3) Well organized and detail-minded 4) Proficiency in PC knowledge and able to work independently 5) Excellent command in both spoken & written English & Chinese
Duties and Responsibilities:	Assist sales team to handle all guest issues and enquiries in a professional manner Develop good relationship with potential guests and accounts Provide office support to sales team if needed
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$14,500 - \$15,500
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Accounts: Accounts Clerk</b>
Qualifications and Requirements:	1) Form 6 or above with LCCI Certificates 2) Minimum 1 year experience in accounting or audit field (Fresh graduate will also be considered) 3) Proficient in PC skills including Excel and Word 4) Proactive and responsible 5) Good command of both written and spoken English and Chinese
Duties and Responsibilities:	Verify hotel revenue by conducting audit duties Prepare and send invoices to customers Ensure adherence to relevant company policies and procedures
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$13,000 - \$14,000
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Food &amp; Beverage: Commis I / II</b>
Qualifications and Requirements:	1) F.5 or above 2) 1 to 3 years relevant working experience is preferred 3) Reliable, responsible, multi-tasking and detail-oriented are desired qualities 4) Must be well-versed in kitchen hygiene 5) Good communication and interpersonal skills 6) Good command of English and Chinese 7) Good team player
Duties and Responsibilities:	Responsible for the preparation and production of food as well as ensure consistent and fresh supply at all times To prepare all pastry & bakery item and assist the Pastry Chef in day to day operation Responsible for maintaining the cleanliness and safety procedures of the area
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$13,500 - \$15,500
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Food &amp; Beverage: Food &amp; Beverage Attendant</b>
Qualifications and Requirements:	1) Keen to develop a career in Food & Beverage industry 2) 1 year's relevant experience in hospitality industry preferred (Fresh graduates will also be considered) 3) Customer oriented, energetic with helpful and outgoing personality 4) Good command in both spoken & written English & Chinese
Duties and Responsibilities:	To serve food and beverage to our guests Provide excellent customer service to our guests in accordance to hotel standards Assist to ensure a smooth operation and achieve a high level of customer service within the restaurant
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	HK\$13,500 - \$14,000
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510

# Career Expo 2019

## Vacancy Information Sheet

Company:	Eaton HK
Position:	<b>Managers in Training</b>
Qualifications and Requirements:	1) Bachelor degree graduates from hospitality management 2) Passion to develop career in hospitality industry 3) People-oriented, positive and passionate to serve 4) Innovative and analytical mindset 5) Excellent language skills including English, Cantonese and Mandarin 6) Excellent presentation and communication skills
Duties and Responsibilities:	Cross exposure across departments to gain thorough understanding in hotel operations Engage in projects to enhance hotel products/services Fast track program to supervisory/management positions based on performance
Work Location:	Jordan
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	On-the-job Training, 5 Day Work, 12 Days Annual Leave, Discretionary Bonus, Duty Meal, Medical Insurance, Dental Insurance, Life Insurance, Marriage Leave, Special Leave, Education Allowance
How to Apply:	By Email: <a href="mailto:hrhk@eatonworkshop.com">hrhk@eatonworkshop.com</a> By Fax: 2782 1013 By Whatsapp: 9199 6510