

Career Expo 2019

Vacancy Information Sheet

Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Accounting Assistant
Qualifications and Requirements:	1) With related working experience will be an advantage 2) Proficient in MS Office 3) Good command of both spoken and written English and Chinese 4) Detail-minded and a good team player
Duties and Responsibilities:	<ul style="list-style-type: none">• Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes• Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies• Maintain accurate electronic spreadsheets for accounting data• Complete period-end closing procedures and reports as specified
Work Location:	Wong Chuk Hang
Employment Type:	Full-time
Basic Salary:	HK\$16,000
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Concierge Assistant
Qualifications and Requirements:	1) Previous related working experience is preferred 2) Good interpersonal skills and service-oriented 3) Good command of English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">• Inform guests of property amenities, services, and local areas of interest and activities.• Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval.• Supply guests with directions.• Arrange transportation for guests, and record advance transportation request as needed.
Work Location:	Wong Chuk Hang
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$12,855
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Front Desk Agent/ Guest Relations Officer
Qualifications and Requirements:	1) Higher Diploma or above in Hospitality related discipline 2) 1 year related working experience is preferred 3) Good interpersonal skills and service-oriented 4) Good command of both spoken and written English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">• Organize, confirm, process, and conduct all guest check-ins/check-outs, requests, changes, etc• Attend to guest's complaints, inquiries and request• Identify and explain room features to guests
Work Location:	Wong Chuk Hang
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$18,210
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Club Wing Assistant
Qualifications and Requirements:	1) Higher Diploma or above in Hospitality related discipline 2) Previous working experience in Food & Beverage will be an advantage 2) Good interpersonal skills and service-oriented 3) Good command of both spoken and written English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">• Greet and escort members and guests in Club Wing• Provide them with directions and information regarding property amenities, services, hours of operation, and local areas of interest and activities• Ensure quality dining experience of guests in Club Wing
Work Location:	Wong Chuk Hang
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$15,525
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	At Your Service Agent
Qualifications and Requirements:	1) Higher Diploma or above in Hospitality related discipline 2) Previous related working experience is preferred 3) Good interpersonal skills and service-oriented 4) Fluent in English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">• Answer and process all guest calls, requests, questions, or concern in courtesy and prompt action• Log all guest requests or issues into computer, contact appropriate individual or department
Work Location:	Wong Chuk Hang
Employment Type:	Full-time
Basic Salary:	HK\$17,595
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriott-hotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Room Attendant
Qualifications and Requirements:	1) Warm and people-oriented demeanor 2) Good team player 3) Attention to details
Duties and Responsibilities:	<ul style="list-style-type: none">• Replace guest amenities and supplies in rooms• Make beds and fold sheets• Remove trash, dirty linens and room service items• Greet guests and take care of requests
Work Location:	Wong Chuk Hang
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$16,070
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com

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Company:	Hong Kong Ocean Park Marriott Hotel
Position:	Waiter/ Waitress
Qualifications and Requirements:	1) Great conversational skills and teamwork-oriented 2) Outgoing personality 3) Previous serving experience is a big plus
Duties and Responsibilities:	<ul style="list-style-type: none">• Welcome guests and promptly attend to tables• Serve food and beverages to guests making recommendations if needed• Share your menu knowledge to assist guests with questions and special requests• Check-in with guests to assure satisfaction with each course and beverage
Work Location:	Wong Chuk Hang
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$16.150
Other Benefit(s):	5-day work week; Employee discounts on travel and Food & Beverage; Medical & Dental Benefits; On-the-job training; Internal transfer & promotion;
How to Apply:	By Email: mhrs.hkgop.hr@marriotthotels.com