

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>Front Office Agent</b>
Qualifications and Requirements:	1) Degree or diploma in Hospitality Management or relevant studies 2) Good spoken, written and reading ability in English, Cantonese and Mandarin 3) Previous hotel related working experience is preferable
Duties and Responsibilities:	<ul style="list-style-type: none"><li>•Ensure the check-in procedures and services are up to standard</li><li>•Prepare and maintain records pertinent to the guests staying in the hotel</li><li>•Follow up the job assignment in proper way and to ensure hotel revenue is properly recorded</li></ul>
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$16000-HK\$17000
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
How to Apply:	By Email: <a href="mailto:skycitycareer@marriott-hotels.com">skycitycareer@marriott-hotels.com</a> By Fax: 3969 2093

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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>At Your Service Agent (Telephone Operator)</b>
Qualifications and Requirements:	1) Good spoken, written and reading ability in English, Cantonese and Mandarin 2) Degree or diploma holder of Hospitality or related studies 3) Previous hotel related working experience is preferable
Duties and Responsibilities:	<ul style="list-style-type: none"><li>•Serve as the main point of contact for all guest requests and needs, including answering calls, dispatching requests and following up to ensure guest satisfaction</li><li>•To attend to each call in a courteous and efficient manner</li><li>•To dispatch appropriate personnel to satisfy guest requests and resolve guest issues</li></ul>
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$16000-HK\$17000
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>Housekeeping Clerk</b>
Qualifications and Requirements:	1) Diploma or above in Hospitality or related studies 2) Good spoken, written and reading ability in English, Cantonese and Mandarin 3) Previous hotel related working experience is preferable
Duties and Responsibilities:	<ul style="list-style-type: none"><li>•Responsible for the office work of the Housekeeping department</li><li>•To handle telephone calls and left-behind properties</li><li>•To control the issuing and return of keys from Housekeeping staff</li></ul>
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$14000-HK\$15500
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
How to Apply:	By Email: <a href="mailto:skycitycareer@marriott-hotels.com">skycitycareer@marriott-hotels.com</a> By Fax: 3969 2093

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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>General Cashier</b>
Qualifications and Requirements:	1) Degree or diploma holder of Accounting/Finance or related discipline 2) Able to work independently and supervise the related sections 3) Good spoken, written and reading ability in English, Cantonese and Mandarin
Duties and Responsibilities:	<ul style="list-style-type: none"><li>•To collect all remittance envelopes from the drop safe and verify the remittance against drop records</li><li>•To receive all cash and check deposit directly from associates and guests.</li><li>•To prepare all the related report.</li></ul>
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>Technician</b>
Qualifications and Requirements:	1) Form 5 / DSE or above 2) Holders of Certificate of Registration of Electrical Worker (Grade A0 or above) 3) Holder of Construction Industry Safety Card 4) Previous hotel-related working experience is preferable
Duties and Responsibilities:	Responsible for the repair and maintenance works in Hotel premises
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$15000-HK\$16000
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
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## Vacancy Information Sheet

Company:	Hong Kong SkyCity Marriott Hotel
Position:	<b>Commis I - Western Kitchen</b>
Qualifications and Requirements:	1) Form 5 or above 2) Good spoken, written and reading ability in English, Cantonese and Mandarin 3) Previous hotel related working experience is preferable
Duties and Responsibilities:	To complete the assigned culinary task in a safe and professional manner
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$13500-HK\$14500
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
How to Apply:	By Email: <a href="mailto:skycitycareer@marriott-hotels.com">skycitycareer@marriott-hotels.com</a> By Fax: 3969 2093

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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>Server - SkyCity Bistro / Room Service</b>
Qualifications and Requirements:	1) Relevant experience in F&B or Hotel industry 2) Presentable, organized and service-oriented with outgoing personality 3) Good working attitude and willing to accept different challenges 4) Excellent communication and interpersonal skills 5) Good command of English and Chinese, both spoken and written
Duties and Responsibilities:	<ul style="list-style-type: none"><li>•Provide quality service to guests and surpass their expectations</li><li>•Interact with guests in professional manner</li><li>•Ensure smooth operations of work section assigned</li><li>•Ensure the cleanliness of the restaurant, tableware and silverware are properly placed and setup</li></ul>
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$11000- HK\$13000
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
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## Vacancy Information Sheet

Company:	<b>Hong Kong SkyCity Marriott Hotel</b>
Position:	<b>Concierge</b>
Qualifications and Requirements:	1)Form 5 / DSE or above 2)Fair spoken, written and reading ability in English, Cantonese and Mandarin 3)2 years hotel-related working experience is preferable
Duties and Responsibilities:	• Responsible for all Concierge activities, include but not limit to handle guest enquiries, guest mail, guest message and provide local information to all hotel guests
Work Location:	Chek Lap Kok
Employment Type:	Full-time
Basic Salary:	HK\$12500-HK\$14500
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, Year-end Bonus, Transportation Allowance
How to Apply:	By Email: <a href="mailto:skycitycareer@marriott-hotels.com">skycitycareer@marriott-hotels.com</a> By Fax: 3969 2093