

Career Expo 2019

Vacancy Information Sheet

Company:	Le Meridien Cyberport
Position:	Waiter / Waitress
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Knowledge of service industry 3) Basic command of spoken English, Cantonese & Mandarin 4) Must be customer-orientated
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• Record transactions in the MICROS system correctly and timely,• Check-in with guests to assure satisfaction with each course and beverage• Clean tables, complete closing duties and re-stock tableware and other supplies.
Work Location:	Cyberport
Employment Type:	Full-time
Basic Salary:	HK\$13,900
Other Benefit(s):	On-the-job Training, 10 days Annual, Leave and Year-end Bonus, Free Meal
How to Apply:	By Email: recruit.lmc@lemeridien.com By Fax: 2980-7750

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Company:	Le Meridien Cyberport
Position:	Room Attendant
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Knowledge of service industry 3) Basic command of spoken English, Cantonese & Mandarin 4) Must be customer-orientated
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, Straighten desk items, furniture and appliances• Dust, polish and remove marks from walls and furnishings, Vacuum carpets and floor care duties
Work Location:	Cyberport
Employment Type:	Full-time
Basic Salary:	HK\$14,490
Other Benefit(s):	On-the-job Training, 10 days Annual, Leave and Year-end Bonus, Free Meal
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Company:	Le Meridien Cyberport
Position:	Front Office Agent
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Relevant experience in guest service is preferred 3) Excellent command of both written and spoken Chinese and English 4) Professional customer service skills
Duties and Responsibilities:	<ul style="list-style-type: none">• Process all guest check-ins, check-outs, room assignments, and room change/late check-out requests.• Secure payment; activate/reissue room keys. Ensure rates match market codes, document exceptions.• Verify/adjust billing for guests.
Work Location:	Cyberport
Employment Type:	Full-time
Basic Salary:	HK\$15,320
Other Benefit(s):	On-the-job Training, 10 days Annual, Leave and Year-end Bonus, Free Meal
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Company:	Le Meridien Cyberport
Position:	Telephone Operator
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Relevant experience in telephone operation is preferred 3) Excellent command of both written and spoken Chinese and English 4) Professional customer service skills
Duties and Responsibilities:	<ul style="list-style-type: none">• Answer, record, log, and process all guest calls, requests, questions, or concerns.• Operate telephone switchboard station.• Test communications equipment to ensure it works properly.• Respond to special requests from guests with unique needs.
Work Location:	Cyberport
Employment Type:	Full-time
Basic Salary:	HK\$15,300
Other Benefit(s):	On-the-job Training, 10 days Annual, Leave and Year-end Bonus, Free Meal
How to Apply:	By Email: recruit.lmc@lemeridien.com By Fax: 2980-7750

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Company:	Le Meridien Cyberport
Position:	Technician
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Holder of Grade A or R Certificate of Registration of Electrical Worker is preferred 3) Holder of relevant apprenticeship and mechanic certificates is preferred
Duties and Responsibilities:	<ul style="list-style-type: none">• Respond and attend to guest repair requests.• Communicate with guests/customers to resolve maintenance issues.• Perform preventive maintenance on tools and kitchen and mechanical room equipment, including cleaning and lubrication.• Maintain maintenance inventory and requisition parts and supplies as needed.
Work Location:	Cyberport
Employment Type:	Full-time
Basic Salary:	HK\$15,300
Other Benefit(s):	On-the-job Training, 10 days Annual, Leave and Year-end Bonus, Free Meal
How to Apply:	By Email: recruit.lmc@lemeridien.com By Fax: 2980-7750