

Career Expo 2019

Vacancy Information Sheet

Company:	Marco Polo Hotels - Hong Kong
Position:	Lobby Service Agent
Qualifications and Requirements:	<ul style="list-style-type: none">- Outgoing, attentive and service-oriented- Proficient in spoken English and Putonghua- Fresh graduate with internship experience will also be considered
Duties and Responsibilities:	<ul style="list-style-type: none">- Handle luggage transportation and storage- Provide general information to the guests and answer guests' enquiries- Deliver messages, parcels, mails and newspapers to hotel guests and internal departments
Work Location:	Tsim Sha Tsui
Employment Type:	Full Time
Basic Salary:	To be advised
Other Benefit(s):	To be advised
How to Apply:	Please email full resume to career.hkh@marcopolohotels.com For any enquiry, please do not hesitate to call (852) 2113-3155.

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Company:	Marco Polo Hotels - Hong Kong
Position:	Guest Relations Agent
Qualifications and Requirements:	<ul style="list-style-type: none">• Tertiary education in Hospitality Management or related disciplines• Able to work independently and handle shift duties• Good command of spoken English and Putonghua• Solid knowledge in Opera and computer skills, i.e. Microsoft Word, Excel and Power-point• Fresh graduate with internship experience will also be considered
Duties and Responsibilities:	<ul style="list-style-type: none">• Provide efficient and courteous service at the Front Desk and handle guests' enquiries• Perform check-in and check-out procedures for hotel guests• Handle confidential information including guests' records with a high degree of integrity
Work Location:	Tsim Sha Tsui
Employment Type:	Full Time
Basic Salary:	To be advised
Other Benefit(s):	To be advised
How to Apply:	Please email full resume to career.hkh@marcopolohotels.com or fax to 2113-0089. For any enquiry, please do not hesitate to call (852) 2113-3155.