

Career Expo 2019

Vacancy Information Sheet

Company:	New World Millennium Hong Kong Hotel
Position:	Event Sales Coordinator
Qualifications and Requirements:	1) Higher Diploma or above in hospitality management or equivalent 2) Proficiency in Microsoft Office applications 3) Proficiency in Cantonese, English and Mandarin 4) Good interpersonal skills 5) Ability to communicate effectively with Departments 6) Fresh graduates will also be considered
Duties and Responsibilities:	Be responsible for the daily administrative work of the Department, handle incoming calls and assist in handling guest enquiries, assist in compiling reports and preparing event orders.
Work Location:	Tsim Sha Tsui East
Employment Type:	Full-time
Basic Salary:	HK\$14,000 – HK\$14,500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Year-end Bonus
How to Apply:	By Email: careers@newworldmillenniumhotel.com By Fax: 2313-4591

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Company:	New World Millennium Hong Kong Hotel
Position:	Management Trainee (Rooms)
Qualifications and Requirements:	1) Degree Holder in Hotel / Business Management or related discipline 2) Good scholastic record 3) Internship experience in 5 star hotels 4) Possesses a history of leadership roles in school or the community 5) Excellent presentation and communication skills 6) Proficiency in Cantonese, English and Mandarin
Duties and Responsibilities:	A well-rounded overview of the hotel's operations will be given before moving to a more rigorous learning schedule within the discipline of choice. There will be opportunities to lead a hotel project, to be exposed to VIP events, participate in business meetings and social events with senior management and corporate executives.
Work Location:	Tsim Sha Tsui East
Employment Type:	Full-time (12 months, successful participants will be accelerated into supervisory / managerial roles)
Basic Salary:	HK\$18,000 - HK\$20,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave
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Company:	New World Millennium Hong Kong Hotel
Position:	Waiter / Waitress
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Good communication skills in Cantonese, English and Mandarin 3) Customer-oriented 4) Possess relevant working experience will be an advantage
Duties and Responsibilities:	Welcome the guests upon their arrival, take and serve food or beverage orders, be responsible for cleaning of the table, correct set up of mise en place and side stations.
Work Location:	Tsim Sha Tsui East
Employment Type:	Full-time
Basic Salary:	HK\$14,500 - HK\$15,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Year-end Bonus
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Company:	New World Millennium Hong Kong Hotel
Position:	Guest Relations Officer
Qualifications and Requirements:	1) Higher Diploma or above in hospitality management or equivalent 2) Customer-oriented 3) Proficiency in Cantonese, English and Mandarin 4) Ability to communicate effectively with Departments
Duties and Responsibilities:	Welcome the guests upon their arrival, handle check-in and check-out, handle money exchange and cash deposit, assign room for arrival of F.I.T. and group, clarify the room discrepancy with housekeeping regularly, offer rooming and responsible for the room upselling program.
Work Location:	Tsim Sha Tsui East
Employment Type:	Full-time
Basic Salary:	HK\$17,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Year-end Bonus
How to Apply:	By Email: careers@newworldmillenniumhotel.com By Fax: 2313-4591