

# Career Expo 2019

## Vacancy Information Sheet

|                                  |  |
|----------------------------------|--|
| Company:                         | <b>Regal Hongkong Hotel</b>  |
| Position:                        | <b>Guest Relations Officer</b>   |
| Qualifications and Requirements: | 1) Diploma or above in hospitality management or equivalent<br>2) At least 3 years relevant working experience in hotel industry is preferred<br>3) Proficiency in Cantonese, English and Mandarin<br>4) Must be customer-orientated   |
| Duties and Responsibilities:     | To assist the Guest Relations Manager / Assistant Manager – Regal Club to ensure the smooth operation of Regal Club by providing personalized guest services such as check-ins and check-outs, secretarial and concierge services, mail and information, airline reservations/confirmations and food and beverage service. |
| Work Location:                   | Causeway Bay   |
| Employment Type:                 | Full-time  |
| Basic Salary:                    | HK\$16500-HK\$17500  |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit  |
| How to Apply:                    | By Email: <a href="mailto:rhk.recruita@regalhotel.com">rhk.recruita@regalhotel.com</a>   |

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|----------------------------------|---|
| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Guest Service Officer - Reception</b>  |
| Qualifications and Requirements: | 1) Diploma or above in hospitality management or equivalent<br>2) At least 1 year relevant working experience in hotel industry is preferred<br>3) Proficiency in Cantonese, English and Mandarin |
| Duties and Responsibilities:     | To be responsible for checking in guests, recording arrivals and departures in the PMS, preparing guest folios and keeping the room status up-to-date for occupied, vacant and unclean rooms.     |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$15000-HK\$16000   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Receptionist - Chinese / Western Restaurant</b>  |
| Qualifications and Requirements: | 1. Form 5 or above<br>2. At least 2 years' Food and Beverage operations including 1year's relevant experience.                  |
| Duties and Responsibilities:     | To answer telephones, make reservations and arrange guests' seating arrangement.  |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14500-HK\$15500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Waiter / Waitress - Chinese / Western Restaurant</b>   |
| Qualifications and Requirements: | 1. Form 5 or above<br>2. At least 1 year Food and Beverage operations experience.   |
| Duties and Responsibilities:     | To ensure high service standard under supervision of the Captain and assist in smooth operation of the restaurant.              |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$13000-HK\$14000   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>1st Commis</b>   |
| Qualifications and Requirements: | 1. Form 3 or above<br>2. At least 1 year Food and Beverage Kitchen experience.  |
| Duties and Responsibilities:     | To prepare all ingredients for the Chef De Partie and Demi Chef to be cooked.   |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$13500-HK\$14500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Steward Cleaner</b>  |
| Qualifications and Requirements: | 1. At least 1 year relevant working experience<br>2. Experience in hotel industry is preferred                                  |
| Duties and Responsibilities:     | To assist in maintaining the efficiency and smooth operation of the Stewarding Department.                                      |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$12500-HK\$13500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Housekeeping Officer</b>   |
| Qualifications and Requirements: | At least 1 year hotel public area cleaning experience   |
| Duties and Responsibilities:     | To be responsible for daily cleanliness and tidiness of all F & B outlets, locker rooms, hotel offices, staircases, corridors, lobby and all hotel public areas other than guest room floors. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14000-HK\$15000   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Laundry Attendant</b>  |
| Qualifications and Requirements: | 1. At least 1 year' hotel laundry experience  |
| Duties and Responsibilities:     | To tend laundering machines to clean articles such as wearing apparel, sheets, blankets, and other linens used by the hotel and guests. To be responsible to look after the valet shop. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14000-HK\$15000   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Guest Service Officer – Reservations</b>   |
| Qualifications and Requirements: | 1. 1 year hotel Reservations experience is preferred.<br>2. Form 5 or above   |
| Duties and Responsibilities:     | To be accountable for handling local and overseas room bookings.  |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14000-HK\$15000   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Security Officer</b>   |
| Qualifications and Requirements: | 1 year security experience in hotel and/or commercial and residential property is preferred                                     |
| Duties and Responsibilities:     | To patrol hotel premises in order to maintain order, enforce rules and regulations and insure observance of applicable laws.    |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14500-HK\$15500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Technician – Electricity</b>   |
| Qualifications and Requirements: | 1 year hotel engineering experience is preferred.   |
| Duties and Responsibilities:     | These specialist technicians for various job categories are hired for their knowledge and abilities to perform multitude of construction, maintenance, repair tasks and to maintain physical well-being of the entire hotel premises. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$16500-HK\$17500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Technician - Air Conditioning</b>  |
| Qualifications and Requirements: | 1 year hotel engineering experience is preferred.   |
| Duties and Responsibilities:     | These specialist technicians for various job categories are hired for their knowledge and abilities to perform multitude of construction, maintenance, repair tasks and to maintain physical well-being of the entire hotel premises. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$16500-HK\$17500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Technician – Boiler</b>  |
| Qualifications and Requirements: | 1 year hotel engineering experience is preferred.   |
| Duties and Responsibilities:     | These specialist technicians for various job categories are hired for their knowledge and abilities to perform multitude of construction, maintenance, repair tasks and to maintain physical well-being of the entire hotel premises. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$16500-HK\$17500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>Food &amp; Beverage Administrator</b>  |
| Qualifications and Requirements: | 1. At least 1 year relevant working experience<br>2. Form 5 or above  |
| Duties and Responsibilities:     | To be responsible for administrative work in support of daily operations of the department.                                     |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$14000-HK\$15000   |
| Other Benefit(s):                | On-the-job Training, 10 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit |
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| Company:                         | <b>Regal Hongkong Hotel</b>   |
| Position:                        | <b>General Technician</b>   |
| Qualifications and Requirements: | 1 year hotel engineering experience is preferred.   |
| Duties and Responsibilities:     | These specialist technicians for various job categories are hired for their knowledge and abilities to perform multitude of construction, maintenance, repair tasks and to maintain physical well-being of the entire hotel premises. |
| Work Location:                   | Causeway Bay  |
| Employment Type:                 | Full-time   |
| Basic Salary:                    | HK\$16500-HK\$17500   |
| Other Benefit(s):                | On-the-job Training, 12 days Annual Leave, Discretionary Bonus, Insurance Plan, Meal Allowance, Marriage Leave, Medical Benefit   |
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