

Career Expo 2019

Vacancy Information Sheet

Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Restaurant Receptionist
Qualifications and Requirements:	1) Certificate or Diploma in Hospitality or related disciplines 2) Minimum 1 year of relevant experience in Food & Beverage 3) Cheerful, pleasant and outgoing personality, team player 4) Excellent telephone and customer service skills 5) Good command of spoken English, Cantonese and Mandarin
Duties and Responsibilities:	<ul style="list-style-type: none">• Responsible for greeting and welcoming guests and handle guests' reservations, inquiries and table arrangements in a timely manner.• Maintain high standards and professional service to exceed guests' expectations and to engage guests by delivering service excellence throughout each guest experience.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$16,500 – HK\$18,500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: hrd.hkghv@renaissancehotels.com By Fax: 2131-0660 By Whatsapp: 6827-0729

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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Waiter / Waitress
Qualifications and Requirements:	1) Certificate in Hospitality or related disciplines 2) 1-2 years of relevant experience in Food & Beverage services 3) Presentable with cheerful & friendly personality, team player 4) Excellent customer services skills 5) Good command of spoken English, Cantonese and Putonghua
Duties and Responsibilities:	<ul style="list-style-type: none">• Serve food and beverage in a professional manner and ensure hygiene standard and smooth operation of the restaurant.• Engage guests by delivering service excellence throughout each guest experience.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$14,000 – HK\$15,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Renaissance Clerk - Front Desk
Qualifications and Requirements:	1) Higher Diploma or Degree in Hospitality or related disciplines 2) Relevant work experience in Hotel Front Office Operations is preferred 3) Flexible and outgoing 4) Passionate and service-oriented 5) Excellent command in both written and spoken English, Cantonese and Mandarin 6) Proficient in Microsoft Office applications and hotel systems
Duties and Responsibilities:	• Ensure the check-in/check-out procedures and services are up to standard. • Handle guests' inquiries in a professional and timely manner to exceed their expectations and engage guests by delivering service excellence throughout each guest experience.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$18,000 – HK\$19,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Club Level Attendant
Qualifications and Requirements:	1) Certificate in Hospitality or related disciplines 2) Candidate with butler experience in hospitality industry or club house is an advantage 3) Be proactive, passionate and service-oriented 4) Fluent in conversational English, Cantonese and Putonghua
Duties and Responsibilities:	<ul style="list-style-type: none">• Provide quality Food & Beverage services to guests in the Club Lounge.• Handle guests' inquiries in a professional and timely manner to exceed their expectations and engage guests by delivering service excellence throughout each guest experience.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$15,000 – HK\$16,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Reservations Sales Agent
Qualifications and Requirements:	1) Diploma or Degree in Hospitality Management or related disciplines 2) Minimum 1 year of related experience in similar capacity in Hotel is preferred 3) Sound operational knowledge in Reservations (Marsha / Opera PMS) 4) Good Command of written and spoken English, Cantonese and Mandarin
Duties and Responsibilities:	<ul style="list-style-type: none">• Handle all telephone calls promptly and in a polite and helpful manner.• Assist in replying all incoming reservations correspondence timely and in line with the service standard and maintain accurate booking records and details in Reservation systems.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$16,500 – HK\$17,500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Sales Coordinator / Sales Assistant
Qualifications and Requirements:	1) Higher Diploma or above in Hospitality or related disciplines 2) 1-2 years of related work experience in hotel 3) Exceptional communication skills in spoken and written English and Chinese 4) Demonstrate good interpersonal and customer service skills 5) Well organized, out-going and be a team player
Duties and Responsibilities:	<ul style="list-style-type: none">• Perform general office duties to support Sales & Marketing.• Prepare sales-related documents throughout the sales process.• Promote and raise awareness of brand image internally and externally.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$15,000 – HK\$18,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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Company:	Renaissance Harbour View Hotel Hong Kong
Position:	Event Specialist
Qualifications and Requirements:	1) Higher Diploma or above in Event Management or equivalent 2) 1-3 years of related work experience 3) Effective sales skills to up-sell products and services 4) Strong communications, presentation and platform skills 5) Good command of spoken English, Cantonese and Mandarin
Duties and Responsibilities:	<ul style="list-style-type: none">• Prepare all event documentation and coordinate with all parties to ensure consistent and quality service throughout all stages of hotel events.• Recognize opportunities to maximize revenue by up-selling and offering enhancements, so as to ensure all hotel events have a seamless turnover from sales to service and back to sales.
Work Location:	Wanchai
Employment Type:	Full-time
Basic Salary:	HK\$18,000 – HK\$19,000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Discretionary Bonus, Medical Benefits, Hotel & F&B discount
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