

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Call Center Agent</b>
Qualifications and Requirements:	1) Diploma in hotel management or other management discipline 2) Working experience in customer service preferably 3) Fluent in spoken & written English and Chinese. Ability to speak other languages an advantage.
Duties and Responsibilities:	To manage the daily operation of the Call Center & to provide professional services.
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$17,480
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Night Service Agent, Call Center</b>
Qualifications and Requirements:	1) Diploma in hotel management or other management discipline 2) Good communication skills and independent. 3) Good command of spoken & written English & Chinese, ability to speak Mandarin is highly preferred.
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To manage the overnight operations of Call Center and to provide Towers,</li><li>• Housekeeping and In Room Dining services.</li></ul>
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$15,580
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Guest Service Agent</b>
Qualifications and Requirements:	1) Diploma or above in hospitality management or related disciplines. 2) Fluent in both spoken English & Cantonese. Able to speak Mandarin would be an advantage. 3) Minimum of 1 year experience gained in sizable hotels is preferred.
Duties and Responsibilities:	Provide front of the house guest services which include room registration & cashiering, responding to guest enquires, questions and provide information. Maximize hotel revenue by upselling hotel rooms and facilities. Update guests profiles for their personal data, preference and complaints. Ensure customer service standards are delivered and guest satisfaction is achieved.
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$16,210
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Reservation Sales Agent</b>
Qualifications and Requirements:	1) Diploma or above in hospitality management or related disciplines 2) Relevant work / internship experience at Reservation or Front Office Department gained in sizeable hotels highly preferred 3) Team player, pleasant and attention to details 4) Good command of both spoken and written English and Chinese, ability to speak Mandarin an advantage 5) Proficient in MS Office and Opera
Duties and Responsibilities:	Responsible for maximizing sales opportunities within the hotel, ensuring all queries and bookings are carried out in an accurate and time effective manner.
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$17,180
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Waiter / Waitress</b>
Qualifications and Requirements:	1) F. 6 graduate or above 2) Knowledge of service industry. 3) Basic command of spoken English and Cantonese
Duties and Responsibilities:	Provide consistent, high quality food/beverage products, and efficient, responsive and friendly service to guests, accordingly to venue's standards and procedures, Sheraton & Marriott Brand Standards.
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$13,770
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Host/Hostess, Celestial Court (Chinese Cuisine)</b>
Qualifications and Requirements:	1) Form 6 graduate or above 2) A minimum of 1 year relevant experience in restaurant or hotel 3) Possess basic knowledge of food and common beverage items 4) Basic command of spoken English 5) Cheerful, pleasant and outgoing personality 6) Good communication and guest service skills
Duties and Responsibilities:	Responsible for handling guest reservations, familiarizing with restaurant's reservations policies, table arrangement, as well as taking charge of the guest recognition program in the outlet.
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$17,490
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Sheraton Hong Kong Hotel &amp; Towers</b>
Position:	<b>Kitchen Helper</b>
Qualifications and Requirements:	Secondary school or Vocational Training education preferred
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To work the section at the venue during one shift and follow all standards and procedures in regards to quality, safety, hygiene and maintenance at all times.</li><li>• Report any shortcomings, deviation or foreseeable non-compliance of the standards &amp; procedures to the supervisor.</li></ul>
Work Location:	Tsim Sha Tsui
Employment Type:	Full-time
Basic Salary:	HK\$13,570
Other Benefit(s):	On-the-job Training, 12 days Annual Leave , Year-end Bonus, Medical Benefits, Hotel & F&B discount
How to Apply:	By Email: <a href="mailto:hr.hongkong@sheratonhotels.com">hr.hongkong@sheratonhotels.com</a> By Fax: 2721-5065 By Whatsapp: 9571-0058