

Career Expo 2019

Vacancy Information Sheet

Company:	The Olympian Hong Kong
Position:	Guest Services Officer
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) At least 1 year relevant working experience in hotel industry is preferred 3) Proficiency in Cantonese, English and Mandarin 4) Must be customer-orientated
Duties and Responsibilities:	- Responsible for all aspects of Front Desk function to achieve the highest possible guest satisfaction. - Perform check-in, check-out and room change procedures and ensure all data are entered completely into the hotel reservations system. - Maintain cashier float and make accurate daily report of all money received.
Work Location:	Tai Kok Chu
Employment Type:	Full-time
Basic Salary:	HK\$16,780
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, 12 days Statutory Holiday, birthday leave, medical benefit and Year-end Bonus
How to Apply:	By Email: hr@theolympianhotel.com By Fax : 3743-5223 By WhatsApp: 6280-6278