

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>The Pottinger Hong Kong</b>
Position:	<b>Guest Services Officer</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>- Diploma or above in hospitality management or related disciplines</li><li>- Knowledge of Opera System is preferred</li><li>- Pleasant personality, customer-oriented with good communication and interpersonal skills</li><li>- Good command in both spoken and written English and Chinese. Putonghua and other language would be an asset</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>- Responsible for all Front Desk/ Guest Services and Concierge duties</li><li>- Handle all arrival and departure records, bookings and registration.</li><li>- Provide frontline services at reception counter and maintain a good relationship with guests</li><li>- Assist in handling incoming phone calls and queries for visitors and guests.</li></ul>
Work Location:	Central
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	<ul style="list-style-type: none"><li>- 12 days Annual Leave</li><li>- Meal Allowance</li><li>- Birthday Leave</li><li>- Medical Plan</li><li>- Dental Plan</li><li>- Discretionary Bonus</li><li>- Education Subsidies</li><li>- On-the-job Training</li></ul>
How to Apply:	By Email: <a href="mailto:humanresources@thepottinger.com">humanresources@thepottinger.com</a> By Fax: 23083198

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## Vacancy Information Sheet

Company:	<b>The Pottinger Hong Kong</b>
Position:	<b>Room Attendant</b>
Qualifications and Requirements:	- Pleasant personality - Customer-oriented
Duties and Responsibilities:	- Responsible for cleaning guest rooms
Work Location:	Central
Employment Type:	Full-time
Basic Salary:	HK\$15,500
Other Benefit(s):	- 12 days Annual Leave - Meal Allowance - Birthday Leave - Medical Plan - Dental Plan - Discretionary Bonus - Education Subsidies - On-the-job Training
How to Apply:	By Email: <a href="mailto:humanresources@thepottinger.com">humanresources@thepottinger.com</a> By Fax: 23083198