

Career Expo 2019

Vacancy Information Sheet

Company:	Jardine Airport Services Limited
Position:	Airline Ground Crew (5 days work contract)
Qualifications and Requirements:	1) Good spoken English, Cantonese and Putonghua 2) Enjoys working in teams 3) Positive attitude with a commitment to work in the aviation industry 4) Detail-minded, patient and able to work under pressure
Duties and Responsibilities:	1) Providing passenger services at check-in counters, flight information desks, the arrival / transit hall and boarding gates 2) Conducting travel document checking, seat assignment, data entry, queue management and excess baggage collection
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	HK\$10,125
Other Benefit(s):	Overtime work allowance; Attendance Incentive Bonus ; Overnight shift allowance; Special early / late shift allowance; Typhoon allowance; Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; Midnight employee shuttle bus services; 18-weeks Maternity Leave;14-days Paternity Leave; Staff purchase discount; Staff referral bonus, etc.
How to Apply:	https://erecruit.jasg.com/en/details.html?jobId=137&jobTitle=Airline%20Ground%20Crew

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Company:	Jardine Airport Services Limited
Position:	Airline Ground Crew (Japanese Speaking)
Qualifications and Requirements:	1) JLPT N2 or above 2) Enjoys working in teams 3) Positive attitude with a commitment to work in the aviation industry 4) Detail-minded, patient and able to work under pressure
Duties and Responsibilities:	To act as Airline Ambassador to provide premium customer services to Japanese passengers
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	HK\$13,000
Other Benefit(s):	Overtime work allowance; Attendance Incentive Bonus ; Overnight shift allowance; Special early / late shift allowance; Typhoon allowance; Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; Midnight employee shuttle bus services; 18-weeks Maternity Leave; 14-days Paternity Leave; Staff purchase discount; Staff referral bonus, etc.
How to Apply:	https://erecruit.jasq.com/en/details.html?jobId=135&jobTitle=Airline%20Ground%20Crew%20(Japanese%20Speaking)

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Vacancy Information Sheet

Company:	Jardine Airport Services Limited
Position:	Aircraft Services Coordinator Trainee Programme
Qualifications and Requirements:	If you are able to speak in English and Chinese, sensitive in figures, passionate about aviation and willing to work shifts at the airport, don't wait and please apply now!
Duties and Responsibilities:	1) Coordinate with other service providers on the apron in regards of catering unloading and uplift, aircraft cabin cleaning and so on to meet precision flight schedule 2) Observe safety and security regulations and procedures and be alert at all time to prevent accident on the ramp
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	HK\$10,700
Other Benefit(s):	Overtime work allowance; Attendance Incentive Bonus ; Overnight shift allowance; Special early / late shift allowance; Typhoon allowance; Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; Midnight employee shuttle bus services; 18-weeks Maternity Leave; 14-days Paternity Leave; Staff purchase discount; Staff referral bonus, etc.
How to Apply:	https://erecruit.jasg.com/en/details.html?jobId=150&jobTitle=Aircraft+Services+Coordinator

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Company:	Jardine Airport Services Limited
Position:	Aircraft Load Controller Trainee Programme
Qualifications and Requirements:	If you are able to speak in English and Chinese, sensitive in figures, passionate about aviation and willing to work shifts at the airport, don't wait and please apply now!
Duties and Responsibilities:	1) Responsible for pre-flight preparation and accurate loadsheet compilation of the assigned flight 2) Plan load distribution with reference to rules and regulations governing stowage of special load, dangerous goods and weight limitations for ensuring aircraft safety and operations efficiency
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	HK\$11,000
Other Benefit(s):	Overtime work allowance; Attendance Incentive Bonus ; Overnight shift allowance; Special early / late shift allowance; Typhoon allowance; Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; Midnight employee shuttle bus services; 18-weeks Maternity Leave; 14-days Paternity Leave; Staff purchase discount; Staff referral bonus, etc.
How to Apply:	https://erecruit.jasg.com/en/details.html?jobId=129&jobTitle=Aircraft+Load+Controller

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Company:	Jardine Airport Services Limited
Position:	Cargo Operations Clerk
Qualifications and Requirements:	1) Willing to perform shift duty and overtime work in the airport 2) Good typing skills and proficient in computer applications 3) Detail-minded, independent and able to work under pressure
Duties and Responsibilities:	1) Prepare cargo and shipping documents 2) Accept import / export cargo and calculate the charges in accordance with the laid down procedures 3) Prepare the cargo air waybill, NOTOC in accordance with airlines' requirement 4) Data entry and update information in warehouse / specific airlines' system
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	HK\$10,570
Other Benefit(s):	Overtime work allowance; Attendance Incentive Bonus ; Overnight shift allowance; Special early / late shift allowance; Typhoon allowance; Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; Midnight employee shuttle bus services; 18-weeks Maternity Leave; 14-days Paternity Leave; Staff purchase discount; Staff referral bonus, etc.
How to Apply:	https://erecruit.jasg.com/en/details.html?jobId=151&jobTitle=Cargo+Operation+Clerk

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Company:	Jardine Airport Services Limited
Position:	Accounts Clerk
Qualifications and Requirements:	1) Diploma holder or above in accounting or related discipline 2) Fresh graduate with solid experience will also be considered 3) Proficient in MS Office application is a must 4) Good Command of English and Cantonese 5) Willing to work in the airport area
Duties and Responsibilities:	1) Account Receivable 2) Accounts Payable 3) Handle daily bank transactions and ad hoc expenses payments 4) Perform account reconciliation 5) Perform various accounting duties
Work Location:	Hong Kong International Airport
Employment Type:	Full-time
Basic Salary:	negotiable
Other Benefit(s):	Annual leave; Annual bonus; Jardine Group Retirement Scheme; Jardine Group Medical card; 18-weeks Maternity Leave; 14-days Paternity Leave; Staff purchase discount, and; Staff referral bonus
How to Apply:	https://erecruit.jasg.com/en/details.html?jobId=290&jobTitle=Accounts%20Clerk