

Career Expo 2019

Vacancy Information Sheet

Company:	Cordis, Hong Kong
Position:	Guest Service Agent
Qualifications and Requirements:	<ul style="list-style-type: none">- Related customer service experience- Fabulous communication and interpersonal skills- Able to work cheerfully under pressure, juggle deadlines and priorities
Duties and Responsibilities:	<ul style="list-style-type: none">- Assist in a vibrant Front Office operations- Conduct up-selling and cross-selling to maximize hotel revenue- Deliver customer service based on hotel standard and procedures
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
How to Apply:	Email: cdhkg.recruitment@cordishotels.com Whatsapp: 6398 6400 Tel: 3552 3073 Fax: 3552 3079

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Company:	Cordis, Hong Kong
Position:	Guest Service Agent - Club Lounge
Qualifications and Requirements:	<ul style="list-style-type: none">- Related customer service experience- Fabulous communication and interpersonal skills- Able to work cheerfully under pressure, juggle deadlines and priorities
Duties and Responsibilities:	<ul style="list-style-type: none">- Assist in a vibrant Front Office Club Lounge operation- Conduct up-selling and cross-selling to maximize hotel revenue- Deliver customer service based on hotel standard and procedures
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Call Centre and Reservation Agent
Qualifications and Requirements:	<ul style="list-style-type: none">- Good language and communication skills in English, Cantonese and Putonghua- Vibrant with learning opportunities in exploring hotel operations and building multi-tasking skills- Able to work cheerfully, follow policies and procedures
Duties and Responsibilities:	<ul style="list-style-type: none">- Contribute to success of the team by acquiring in-depth knowledge in hotel products and operating systems- Contribute to business success of the Hotel by handling room rate and rate structure- Assist our guests by handling enquiries with a cheerful voice and extensive knowledge
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Bell Attendant
Qualifications and Requirements:	<ul style="list-style-type: none">- Related guest service experience- Able to work cheerfully, follow policies and procedures
Duties and Responsibilities:	<ul style="list-style-type: none">- Greet and welcome guests at the ground floor lobby- Handle composite guest services including general inquiries, baggage delivery service to arrival and departure guests
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Waiter/Waitress
Qualifications and Requirements:	- Provide heart-felt service and memorable dining experience to our guests
Duties and Responsibilities:	- Related customer service experience
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	- Free staff accommodation in overseas hotels - Life, medical/dental, hospitalisation insurance, and more - Work-life balance (5-day work week) - Free duty meals
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Company:	Cordis, Hong Kong
Position:	Host/ Hostess
Qualifications and Requirements:	<ul style="list-style-type: none">- Related customer service experience- Good communication (both verbal and written) and interpersonal skills- Able to work cheerfully, follow policies and procedures
Duties and Responsibilities:	<ul style="list-style-type: none">- Manage our restaurant's business by handling bookings- Provide heart-felt service and memorable dining experience to our guests
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Spa Concierge
Qualifications and Requirements:	<ul style="list-style-type: none">- Related work experience- Good communication and interpersonal skills- Able to work cheerfully, follow policies and procedures
Duties and Responsibilities:	<ul style="list-style-type: none">- Create memorable and relaxing spa experiences for our guests- Promote and drive retail sales and spa reservations
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Lifeguard
Qualifications and Requirements:	<ul style="list-style-type: none">- Related work experience with professional qualification in First Aid and Lifeguard License- Able to work cheerfully, follow policies and procedures
Duties and Responsibilities:	<ul style="list-style-type: none">- Look after our guests' well-being- Provide heart-felt service and memorable fitness experience to our guests- Deliver guest service based on hotel standard and procedure
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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Company:	Cordis, Hong Kong
Position:	Account Clerk
Qualifications and Requirements:	<ul style="list-style-type: none">- Related accounting experience- A detailed mind and strong sensitivity to numbers
Duties and Responsibilities:	<ul style="list-style-type: none">- Work as a team to assist in maintaining daily accounting records- Handle various figures, analysis and reports
Work Location:	Mong Kok
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	<ul style="list-style-type: none">- Free staff accommodation in overseas hotels- Life, medical/dental, hospitalisation insurance, and more- Work-life balance (5-day work week)- Free duty meals
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