

# Career Expo 2019

## Vacancy Information Sheet

Company:	Youth Square
Position:	<b>Executive, Account Services (Venue Management)</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above in business management, event / venue management or related discipline</li><li>• Customer-oriented with good interpersonal and communication skills</li><li>• Proficient in written and spoken English and Chinese</li><li>• Require to work on shift according to the duty roster including weekends and public holidays</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Provide full range of account services on venue promotion and rental</li><li>• Handle venue booking enquiry, sales and booking of venues and after sales services</li><li>• Maintain smooth operation of the performing venue</li><li>• Provide operation and event support during performance</li><li>• Handle ad hoc tasks as assigned</li></ul>
Work Location:	Chai Wan
Employment Type:	Full-time
Basic Salary:	HK\$12,000.00
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Gratuity
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>

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## Vacancy Information Sheet

Company:	<b>Youth Square</b>
Position:	<b>Customer Services Coordinator</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above in event / venue management, business management or related discipline</li><li>• Customer-oriented with good interpersonal and communication skills</li><li>• Proficient in written and spoken English and Chinese</li><li>• Require to work on shift according to the duty roster including weekends and public holidays</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Handle daily operation of URTIX ticketing counter and hotline system</li><li>• Handle booking of multi-purpose areas/room, customer feedback, enquiry, complaints and after sales services etc.</li><li>• Provide administration support such as preparing of sales report, incident log, booking application etc.</li><li>• Handle ad hoc project as assigned</li></ul>
Work Location:	Chai Wan
Employment Type:	Full-time
Basic Salary:	HK\$12,000.00
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Gratuity
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>

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## Vacancy Information Sheet

Company:	Youth Square
Position:	<b>Assistant, Guest Services (Hostel)</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above in hospitality management / event / venue management, business management or related discipline</li><li>• Customer-oriented with good interpersonal and communication skills</li><li>• Proficient in written and spoken English and Chinese</li><li>• Require to work on shift according to the duty roster including weekends and public holidays</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Responsible for check in and check out procedures</li><li>• Assist in front desk operations and online booking reservation</li><li>• Handle guest enquiries</li><li>• Maintain guest relationship to achieve high level of guest satisfaction</li><li>• Conduct room inspection and patrol to ensure hostel ambience is clean and tidy</li></ul>
Work Location:	Chai Wan
Employment Type:	Full-time
Basic Salary:	HK\$11,000.00
Other Benefit(s):	On-the-job Training, 12 days Annual Leave and Gratuity
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	Youth Square
Position:	<b>Customer Services Coordinator (Part-time)</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above in event / venue management, business management or related discipline</li><li>• Customer-oriented with good interpersonal and communication skills</li><li>• Require to work on shift according to the duty roster including weekends and public holidays</li><li>• Able to work for 2 to 3 days per week</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Handle daily operation of URTIX ticketing counter and hotline system</li><li>• Handle booking of multi-purpose areas/room, customer feedback, enquiry, complaints and after sales services etc.</li><li>• Provide administration support such as preparing of sales report, incident log, booking application etc.</li><li>• Handle ad hoc project as assigned</li></ul>
Work Location:	Chai Wan
Employment Type:	Part-time
Basic Salary:	HK\$50 per hour
Other Benefit(s):	on-the-job Training
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>

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## Vacancy Information Sheet

Company:	<b>Youth Square</b>
Position:	<b>Clerk (Part-time)</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above in any discipline</li><li>• Proficiency in PC application; including Word, Excel, PowerPoint and Chinese Word processing, Photoshop and social media is preferred</li><li>• Well-organized, responsible and willing to pick up ad-hoc tasks</li><li>• Able to work for 2 to 3 days per week</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Data entry such as input CRM data into system</li><li>• Handle general clerical works such as filing, photocopying and scanning, preparing mailing list and meeting document</li><li>• Creation and development of presentation materials for internal marketing and communications</li><li>• Conduct desk-top and field Research and Trend Study for internal reference</li></ul>
Work Location:	Chai Wan
Employment Type:	Part-time
Basic Salary:	HK\$50 per hour
Other Benefit(s):	on-the-job Training
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>

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## Vacancy Information Sheet

Company:	Youth Square
Position:	<b>Summer Intern (June - August)</b>
Qualifications and Requirements:	<ul style="list-style-type: none"><li>• Higher Diploma or above undergraduate student</li><li>• Passion in Cultural and Art, AI &amp; Technology aspects</li><li>• Positive attitude, energetic, creative and willing to learn and do</li><li>• 44 working hours per week, may need to work on shift, weekend or holiday</li></ul>
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To work on Marketing, Event Management, IT, Operations, Facilities Management or Hostel departments</li><li>• To assist in departmental operations and provide support<ul style="list-style-type: none"><li>o To do research on Cultural and Art trends and Youth voice</li><li>o To initiate, organize, support strategic events and execute marketing proposals related to AI, Technology and Cultural and Art</li></ul></li></ul>
Work Location:	Chai Wan
Employment Type:	Full-time
Basic Salary:	To be advised
Other Benefit(s):	N/A
How to Apply:	By Email: <a href="mailto:resume@youthsquare.hk">resume@youthsquare.hk</a>