

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Security Co Ltd</b>
Position:	<b>Guest Service Officer</b>
Qualifications and Requirements:	1) F.5 / DSE or above 2) Holder of valid QAS certificate and Security personnel permit (SPP) 3) Fluency in spoken and written English, Cantonese and competent in spoken Mandarin 4) Basic computer knowledge is required 5) Good communication and interpersonal skills with strong customer focus 6) Strong sense of responsibility and self-discipline
Duties and Responsibilities:	Assisting in the daily operation and delivering quality service to the residents or visitors of a high-class residential estate. Handling telephone inquiries / complaints and providing courteous services to residents and visitors, etc
Work Location:	Tsim Sha Tsui Kowloon Station Olympic Station
Employment Type:	Full-time
Basic Salary:	HK\$15500 - HK\$19200
Other Benefit(s):	On-the-job Training, 10 days Annual Leave, New join bonus \$3000 and Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Security Co Ltd</b>
Position:	<b>Customer Service Officer</b>
Qualifications and Requirements:	1) F.5/ DSE or above 2) Holder of valid QAS certificate and Security personnel permit (SPP) 3) Fluency in spoken and written English, Cantonese and competent in spoken Mandarin 4) Basic computer knowledge is required 5) Good communication and interpersonal skills with strong customer focus 6) Strong sense of responsibility and self-discipline
Duties and Responsibilities:	Assisting in the daily operation and delivering quality service to the residents or visitors of a high-class residential estate. Handling telephone inquiries / complaints and providing courteous services to residents and visitors, etc
Work Location:	Wu Kai Sha
Employment Type:	Full-time
Basic Salary:	HK\$14100 - HK\$16000
Other Benefit(s):	On-the-job Training, 7 days Annual Leave, Travel allowance and Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

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## Vacancy Information Sheet

Company:	<b>City Security Co Ltd</b>
Position:	<b>Guest Service Officer</b>
Qualifications and Requirements:	1) F.5 / DSE or above 2) Holder of valid QAS certificate and Security personnel permit (SPP) 3) Fluency in spoken and written English, Cantonese and competent in spoken Mandarin 4) Basic computer knowledge is required 5) Good communication and interpersonal skills with strong customer focus 6) Strong sense of responsibility and self-discipline
Duties and Responsibilities:	Assisting in the daily operation and delivering quality service to the residents or visitors of a high-class residential estate. Handling telephone inquiries / complaints and providing courteous services to residents and visitors, etc
Work Location:	Tai Wai
Employment Type:	Full-time
Basic Salary:	HK\$14800 - HK\$16000
Other Benefit(s):	On-the-job Training, 7 days Annual Leave, New join bonus \$1000 and Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Security Co Ltd</b>
Position:	<b>Management Trainee - Security Service</b>
Qualifications and Requirements:	1) F.5 / DSE or above 2) Holder of valid QAS certificate and Security personnel permit (SPP) 3) Fluency in spoken and written English, Cantonese and competent in spoken Mandarin 4) Good communication and interpersonal skills 5) Strong sense of responsibility and self-discipline 6) Holder of driving license 1 , 2 will be an advantage
Duties and Responsibilities:	Handle day-to-day security operations Supervise the services of security Build up and maintain good relationship with clients
Work Location:	Not specified
Employment Type:	Full-time
Basic Salary:	HK\$17,100 or above
Other Benefit(s):	On-the-job Training, 7 days Annual Leave, Medical, and Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Assistant Clubhouse Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	Tung Chung
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$13000 - HK\$14000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Travel allowance, New Join Bonus Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Sr. Clubhouse Officer/ Clubhosue Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Pleasant and outgoing character 5) Proficient in MS Office, Chinese Word Processing 6) Self-motivated, service-oriented and good interpersonal skills
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To monitor the assigned contractors for carrying out their duties</li><li>• To handle the daily charges for facilities' admission fees</li><li>• To assist in organizing recreation programs and activities</li></ul>
Work Location:	Tung Chung
Employment Type:	Full-time
Basic Salary:	HK\$16000 - HK\$20000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Travel allowance, New Join Bonus Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Assistant Clubhouse Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	Austin Station
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$13000 - HK\$14000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Clubhouse Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Pleasant and outgoing character 5) Proficient in MS Office, Chinese Word Processing 6) Self-motivated, service-oriented and good interpersonal skills
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To monitor the assigned contractors for carrying out their duties</li><li>• To handle the daily charges for facilities' admission fees</li><li>• To assist in organizing recreation programs and activities</li></ul>
Work Location:	Austin Station
Employment Type:	Full-time
Basic Salary:	HK\$15000 - HK\$16000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>



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## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Waiter/ Waitress</b>
Qualifications and Requirements:	1) Minimum 1 year relevant experience in Food & Beverage, preferably in clubhouses or hotels 2) Good customer service skills 3) Good command of spoken English, Cantonese and Mandarin
Duties and Responsibilities:	Deliver excellent food & beverage services to customers Ensure smooth operations of the Clubhouse's restaurant Provide high quality services and maintain the Clubhouse's image
Work Location:	Austin Station
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$14500 / HK\$ 65 per hour
Other Benefit(s):	12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Service Ambassador</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	Wu Kai Sha
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$14000 - HK\$14500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Service Ambassador</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	Tsuen Wan
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$14000 - HK\$14500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Sr. Clubhouse Officer/ Clubhosue Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Pleasant and outgoing character 5) Proficient in MS Office, Chinese Word Processing 6) Self-motivated, service-oriented and good interpersonal skills
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To monitor the assigned contractors for carrying out their duties</li><li>• To handle the daily charges for facilities' admission fees</li><li>• To assist in organizing recreation programs and activities</li></ul>
Work Location:	Tsuen Wan
Employment Type:	Full-time
Basic Salary:	HK\$15000 - HK\$19000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

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## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Clubhouse Assistant/ Concierge Assistant</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	North Point
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$13500 - HK\$16000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

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## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Assistant Clubhouse Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Proficient in MS Office, Chinese Word Processing 5) Self-motivated, service-oriented and good interpersonal skills 6) Shift duty and public holiday work are required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To assist in managing facilities in order</li><li>• To assist in organizing recreation programs and activities</li><li>• To carry out administration work and other duties as assigned by management</li></ul>
Work Location:	Tiu Keng Leng
Employment Type:	Full-time/ Part-time
Basic Salary:	HK\$12800 - HK\$13000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>

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## Vacancy Information Sheet

Company:	<b>City Professional Management Limited</b>
Position:	<b>Sr. Clubhouse Officer/ Clubhosue Officer</b>
Qualifications and Requirements:	1) Form 5, HKDSE or above, preferably in Hotel/ Sports/ Recreation Management 2) Experience in clubhouse management/ hotel industry 3) Good command of spoken and written Chinese 4) Pleasant and outgoing character 5) Proficient in MS Office, Chinese Word Processing 6) Self-motivated, service-oriented and good interpersonal skills
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To assist in daily operation of clubhouse</li><li>• To handle customers' inquiries and complaints</li><li>• To maintain the tidiness and cleanliness of the clubhouse</li><li>• To monitor the assigned contractors for carrying out their duties</li><li>• To handle the daily charges for facilities' admission fees</li><li>• To assist in organizing recreation programs and activities</li></ul>
Work Location:	Tiu Keng Leng
Employment Type:	Full-time
Basic Salary:	HK\$15000 - HK\$19000
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Medical, Year-end Bonus
How to Apply:	By Email: <a href="mailto:hr@cityservicesgroup.com">hr@cityservicesgroup.com</a>