

Career Expo 2019

Vacancy Information Sheet

Company:	Goodwell Property Management Limited
Position:	Recreation Officer
Qualifications and Requirements:	1) Diploma or above in hospitality / recreation management or equivalent 2) At least 3 years' relevant experience in prestigious clubhouses, hotels or similar establishments 3) Good command of both written and spoken English and Chinese 4) Outgoing personality, self-motivated, diligent and customer oriented
Duties and Responsibilities:	- Assist Manager in daily operation of prestigious clubhouse & Perform facilities management, Organizing clubhouse events and activities, Handle residents and guest enquiries & complaints in Clubhouse, Shift duty and work on weekends and Public Holidays is required
Work Location:	Ho Man Tin / Hung Hom / Tsim Sha Tsui / Tai Po / Ma On Shan / Mid-levels /
Employment Type:	Full-time
Basic Salary:	Salary negotiable
Other Benefit(s):	5 days work week, On-the-job Training, 14 days Annual Leave , Performance Bonus, Life insurance, Medical insurance
How to Apply:	By Email: recruit@goodwell.com.hk

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Company:	Goodwell Property Management Limited
Position:	Assistant Recreation Officer
Qualifications and Requirements:	1) Diploma or above in hospitality / recreation management or equivalent 2) At least 1-2 years' relevant experience in prestigious clubhouses, hotels or similar establishments 3) Good command of both written and spoken English and Chinese 4) Outgoing personality, self-motivated, diligent and customer oriented
Duties and Responsibilities:	Maintain daily operation of prestigious clubhouse, Assist in organizing recreation activities and interest classes, Handle residents and guest enquiries in Clubhouse, Assist in managing club facilities, Carry out administrative work and other duties as assigned by management Shift duty and work on weekends and Public Holidays is required
Work Location:	Ho Man Tin / Hung Hom / Tsim Sha Tsui / Tai Po / Ma On Shan / Mid-levels /
Employment Type:	Full-time
Basic Salary:	Salary negotiable
Other Benefit(s):	5 days work week, On-the-job Training, 14 days Annual Leave , Performance Bonus, Life insurance, Medical insurance
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Company:	Goodwell Property Management Limited
Position:	Recreation Assistant
Qualifications and Requirements:	1) Diploma or above in hospitality / recreation management or equivalent 2) At least 1 years' relevant experience in prestigious clubhouses, hotels or similar establishments 3) Good command of both written and spoken English and Chinese 4) Outgoing personality, self-motivated, diligent and customer oriented
Duties and Responsibilities:	Handle daily operations in clubhouse Patrol clubhouse to ensure the cleaning and to inspect the safety of various facilities Assist in clubhouse events and activities Handling complaints in clubhouse
Work Location:	Ho Man Tin / Hung Hom / Tsim Sha Tsui / Tai Po / Ma On Shan / Mid-levels /
Employment Type:	Full-time
Basic Salary:	Salary negotiable
Other Benefit(s):	5 days work week, On-the-job Training, 14 days Annual Leave , Performance Bonus, Life insurance, Medical insurance
How to Apply:	By Email: recruit@goodwell.com.hk

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Company:	Goodwell Property Management Limited
Position:	Temporary Recreation Assistant
Qualifications and Requirements:	1) F.5 / DSE or above in hospitality / recreation management or equivalent 2) Good command of both written and spoken English and Chinese 3) Outgoing personality, self-motivated, diligent and customer oriented
Duties and Responsibilities:	Assist daily operation, handle customer enquires in clubhouse Shift duty and work on weekends and Public Holidays is required
Work Location:	Ho Man Tin / Hung Hom / Tsim Sha Tsui / Tai Po / Ma On Shan / Mid-levels /
Employment Type:	Part-time
Basic Salary:	Salary negotiable
Other Benefit(s):	On-the-job Training,
How to Apply:	By Email: recruit@goodwell.com.hk