

Career Expo 2019

Vacancy Information Sheet

Company:	KAI SHING MANAGEMENT SERVICES LIMITED
Position:	Property Officer Trainee 2019
Qualifications and Requirements:	1) Bachelor's degree in all disciplines 2) Applicants with less than 2 years' full time working experiences 3) Strong interest to develop a long-term career in property management industry 4) Proactive, outgoing creative, enjoy team work, eager to take up challenges
Duties and Responsibilities:	- Intensive 12-month Program - Comprehensive Training & On-the-job Training - Exposure to Residential & Commercial Properties in HK & Mainland China **Learn more - https://www.kaishing.hk/kaishing/include/career/POT_JAN2019.pdf
Work Location:	Any district in Hong Kong
Employment Type:	Full-time
Basic Salary:	HK\$17000 - HK\$18000
Other Benefit(s):	[12-month rotation] Host Site Exposure > Cross-site Rotation > Property Handover Team Attachment - Series of Professional Training - Mentor & Supervisor Scheme - Project Assignments - Exposure to Senior Management - Regular Progress Meeting with Coaches & HR - Site Visit to PRC Properties - Staff Activities
How to Apply:	Application Method Step 1: Send your detailed resume to kstrainee@kaishing.com.hk Step 2: Complete online form

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Company:	KAI SHING MANAGEMENT SERVICES LIMITED
Position:	KS100 Summer Internship Program
Qualifications and Requirements:	Undergraduates in all disciplines
Duties and Responsibilities:	Internship opportunities are available in 3 streams. 1. Property Management Team 2. Property Handover Team 3. Clubhouse Team
Work Location:	Any district in Hong Kong
Employment Type:	Full time for 3 months [June – August 2019]
Basic Salary:	Different package for different streams
Other Benefit(s):	Benefits [* Best Intern Award for outstanding interns] - Graduate Job Opportunities - Scholarship - Certificate
How to Apply:	Application Method Step 1: Send your detailed resume to kstraineer@kaishing.com.hk Step 2: Complete online form

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Company:	KAI SHING MANAGEMENT SERVICES LIMITED
Position:	Customer Service Officer (Full-time/Part-time)
Qualifications and Requirements:	(Full-time) Diploma or above in all disciplines (Part-time) Undergraduates in all disciplines
Duties and Responsibilities:	- Assist to manage the Customer Care Counter in shopping center, duties include handling enquires of shoppers and visitors, gifts redemption, parking administration and relevant duties in counter - Support promotional activities and daily operations of property - Perform ad hoc duties assigned from management services office
Work Location:	Any district in Hong Kong
Employment Type:	Full-time/Part-time
Basic Salary:	Full-time: HK\$15,000 - HK\$16,000 Part-time: HK\$60 - HK\$70/hour
Other Benefit(s):	- Professional Training - Medical Insurance - Discretionary Bonus - Paid Annual Leave - Provident Fund Scheme - Staff Recreational Activities - Referral Bonus - Long-term Career Prospect
How to Apply:	By Email: recruit@kaishing.com.hk

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Company:	KAI SHING MANAGEMENT SERVICES LIMITED
Position:	Club Assistant
Qualifications and Requirements:	- HKDSE/HKCEE or equivalent - Holder of Certificate/Diploma in Club House or Hotel Management is preferred
Duties and Responsibilities:	- Assist the Clubhouse Mgr to ensure smooth and efficient operation of a sizable residential clubhouse. - Handle enquiries and provide excellent services to customers - Assist in organization and promotion of the clubhouse activities and special events for residents - Responsible for admin. duties of general recreational facilities
Work Location:	Any district in Hong Kong
Employment Type:	Full-time
Basic Salary:	HK\$11,000 - HK\$13,000
Other Benefit(s):	- Professional Training - Medical Insurance - Discretionary Bonus - Paid Annual Leave - Provident Fund Scheme - Staff Recreational Activities - Referral Bonus - Long-term Career Prospect
How to Apply:	By Email: recruit@kaishing.com.hk