

Career Expo 2019

Vacancy Information Sheet

Company:	Man Hing Hong Properties Company Limited
Position:	Guest Services Officer/ Senior Guest Services Officer
Qualifications and Requirements:	1)F.6 or above, with Diploma or above in hospitality management would be an advantage 2)Good communication skill 3)Good command of written/spoken English & Chinese 4)Basic computer skills including MS Word/Excel 5)Average Working 5.5 Days per week. Shift Duty will be required. 6)Day shift: 0730-1630, Mid-shift: 1430-2330
Duties and Responsibilities:	1)Provide warm & friendly assistance & service to valuable guests 2)Assist guests in checking in/out and handling incoming phone calls/enquires/complaints 3)Provide concierge service, carry out room inspection & conduct room orientation 4)Ensure the cross-departmental communication 5)Other ad hoc duties
Work Location:	Causeway Bay/ Wan Chai
Employment Type:	Full-time
Basic Salary:	HK\$14,000 - 15,000
Other Benefit(s):	Orientation, Training, 11 days Annual Leave, Dental and Medical insurance, Double Pay and Discretionary Bonus
How to Apply:	By Email: recruit.hrm@mhh.com.hk By Fax: 2122 4277

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Company:	Man Hing Hong Properties Company Limited
Position:	Overnight Guest Services Officer
Qualifications and Requirements:	1)F.6 or above, with Diploma or above in hospitality management would be an advantage 2)Good communication skill 3)Good command of written/spoken English & Chinese 4)Basic computer skills including MS Word/Excel 5)Average Working 5.5 Days per week. 6)Night Shift hours: 2300-0800
Duties and Responsibilities:	1)Provide warm & friendly assistance & service to valuable guests 2)Assist guests in checking in/out and handling incoming phone calls/enquires/complaints 3)Provide concierge service, carry out room inspection & conduct room orientation 4)Ensure the cross-departmental communication 5)Other ad hoc duties
Work Location:	Causeway Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000 - 16,000
Other Benefit(s):	Orientation, Training, 11 days Annual Leave, Dental and Medical insurance, Double Pay and Discretionary Bonus
How to Apply:	By Email: recruit.hrm@mhh.com.hk By Fax: 2122 4277