

# Career Expo 2019

## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>Front Desk Agent</b>
Qualifications and Requirements:	1) Hotel school graduate with Higher Diploma or above is preferable 2) 1 year related hotel experience and preferable in Front Office 3) Proficiency in written and spoken English & Cantonese and fluent in Mandarin speaking
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Ensure the check-in/out procedures and service up to standard</li><li>• Maintain records pertinent to the guests staying in the hotel</li><li>• Responsible for the proper functioning of all phases of Front Desk operation and to perpetuate high standards of quality and areas of important</li></ul>
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$14,855
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899

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## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>Executive Floor Agent</b>
Qualifications and Requirements:	1) Hotel school graduate with Higher Diploma or above is preferable 2) 1 year related hotel experience and preferable in Executive Floor / Front Office 3) Proficiency in written and spoken English & Cantonese and fluent in Mandarin speaking 4) Shift duty is required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• Ensure the check-in/out procedures and service is up to standard</li><li>• Maintain records pertinent to the guests staying in the Executive Floor</li><li>• Provide basic F&amp;B services at the Executive Lounge</li><li>• Responsible for the proper functioning of all phases of Executive Lounge operations and to perpetuate high standards of quality and areas of important</li></ul>
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$16,090
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899

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## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>Concierge Assistant</b>
Qualifications and Requirements:	1) Vocational training in hotel front office operations is preferable but not essential 2) Presentable with cheerful & friendly personality 3) Guest service oriented and good communication skills 4) Proficient in English, Cantonese and Mandarin
Duties and Responsibilities:	•Handle guests' luggage transportation and storage with care and efficiency •Welcome and greet guests and handle their enquiries •Provide delivery service to guests and internal departments
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$11,145
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899

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## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>At Your Service Agent</b>
Qualifications and Requirements:	1) Hotel school graduate with Higher Diploma or above is preferable 2) 1 year or above related experience and solid F&B knowledge are advantages 3) Good telephone manner with excellent customer service skills 4) Proficiency in written and spoken English & Cantonese and fluent in Mandarin speaking
Duties and Responsibilities:	Serve as the main point of contact for all guest requests and needs, including answering calls, dispatching requests and following up to ensure guest satisfaction
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$14,770
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899

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## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>Waiter / Waitress – MoMo Café/ Lounge/ Bar</b>
Qualifications and Requirements:	1) Hotel school graduate 2) 1 year experience, fresh graduates are also welcomed 3) Fluent in English, Cantonese and Mandarin 4) Presentable with cheerful & friendly personality 5) Excellent telephone & customer service skills 6) Good organization skills and multi-tasking skills
Duties and Responsibilities:	To serve food and beverage to guest's assigned station according to the presented service procedures.
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$13,620
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899

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## Vacancy Information Sheet

Company:	<b>Courtyard by Marriott Hong Kong Sha Tin</b>
Position:	<b>Room Attendant</b>
Qualifications and Requirements:	1) Vocational training in Housekeeping 2) 1 year relevant experience in hotel environment is preferred 3) Cheerful, friendly with can-do attitude 4) Basic language skills 5) Shift duty is required
Duties and Responsibilities:	<ul style="list-style-type: none"><li>• To maintain and keep all guest rooms in good condition and clean</li><li>• To ensure the comfort and safety of all guests</li></ul>
Work Location:	Shek Mun, Sha Tin
Employment Type:	Full Time
Basic Salary:	HK\$14,490
Other Benefit(s):	5-day work, 10 days Annual Leave, Medical Benefits, Dental Benefits, Group Life Insurance, Discretionary Bonus
How to Apply:	By Email: <a href="mailto:cyst.hr@courtyard.com">cyst.hr@courtyard.com</a> By Fax: 3940 8899