

Career Expo 2019

Vacancy Information Sheet

Company:	Savills Property Management Limited
Position:	Handover Ambassador
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Proficiency in Cantonese, English and Mandarin 3) Must be customer-orientated
Duties and Responsibilities:	Arrange handover booking (both in-apps and telephone) of Owner in a newly built resident, handle handover process, handle documental work and enquires from customers etc
Work Location:	Kai Tak
Employment Type:	Full-time
Basic Salary:	\$12,000
Other Benefit(s):	Medical, Year End Bonus, On-the-job Training
How to Apply:	By email: aclchoi@savills.com.hk , LCYChick@Savills.com.hk

Career Expo 2019

Vacancy Information Sheet

Company:	Savills Property Management Limited
Position:	Club House Assistant
Qualifications and Requirements:	1) Diploma or above in hospitality management or equivalent 2) Proficiency in Cantonese, English and Mandarin 3) Must be customer-orientated
Duties and Responsibilities:	Carry out daily Club House operation such as receiving guests, handling booking, facilities preparation and relocation and handle complaint etc.
Work Location:	Kai Tak
Employment Type:	Full-time
Basic Salary:	\$12000-13,000
Other Benefit(s):	Medical, Year End Bonus, On-the-job Training
How to Apply:	By email: aclchoi@savills.com.hk , LCYChick@Savills.com.hk

Career Expo 2019

Vacancy Information Sheet

Company:	Savills Property Management Limited
Position:	Customer Service Assistant
Qualifications and Requirements:	1) Certificate of QAS, Security licence 2) Proficiency in Cantonese, English and Mandarin 3) Must be customer-orientated
Duties and Responsibilities:	Operate daily property management duties including access control, patrol and handle customer enquiries and emergency situation etc.
Work Location:	Kai Tak
Employment Type:	Full-time
Basic Salary:	\$12,000
Other Benefit(s):	Medical, Year End Bonus, On-the-job Training
How to Apply:	By email: aclchoi@savills.com.hk , LCYChick@Savills.com.hk

Career Expo 2019

Vacancy Information Sheet

Company:	Savills Property Management Limited
Position:	Artisan
Qualifications and Requirements:	Registered Electrical Workers (Grade A)
Duties and Responsibilities:	Handle daily building repair & maintenance
Work Location:	Kai Tak
Employment Type:	Full-time
Basic Salary:	\$15,000
Other Benefit(s):	Medical, Year End Bonus, On-the-job Training
How to Apply:	By email: aclchoi@savills.com.hk , LCYChick@Savills.com.hk

Career Expo 2019

Vacancy Information Sheet

Company:	Savills Property Management Limited
Position:	Customer Service Assistant
Qualifications and Requirements:	1) Certificate of QAS, Security licence 2) Proficiency in Cantonese, English and Mandarin 3) Must be customer-orientated
Duties and Responsibilities:	Operate daily property management duties including access control, patrol and handle customer enquiries and emergency situation etc.
Work Location:	Lai Chi Kok
Employment Type:	Full-time
Basic Salary:	\$12,000
Other Benefit(s):	Medical, Year End Bonus, On-the-job Training
How to Apply:	By email: aclchoi@savills.com.hk , LCYChick@Savills.com.hk