

Career Expo 2019

Vacancy Information Sheet

Company:	The Refinery
Position:	Receptionist
Qualifications and Requirements:	1) Form 5 or above; holder of certificate / diploma in hotel or hospitality management an advantage 2) A minimum of 1-years' work experience in the hospitality or catering industry 3) Good command of both spoken and written English and Chinese 4) Customer-oriented, passionate, enthusiastic and good communication skills
Duties and Responsibilities:	1) Greet Members and guests at the reception 2) Handle all incoming calls and assist with Members' enquiries 3) Handle restaurant bookings 4) To act as Host / Hostess for the various restaurant activities and events when required
Work Location:	Quarry Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000 - HK\$16,500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Public Holidays, Medical and Hospitalization Scheme, Discretionary Bonus
How to Apply:	By Email: hr@refineryclub.com By Fax: 3747 5870

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Company:	The Refinery
Position:	F&B Server
Qualifications and Requirements:	1) Form 5 or above; holder of certificate / diploma in hotel & catering management an advantage 2) A minimum of 1 year's experience in hospitality industry, experience in luxury hotels, restaurants or clubs an advantage 3) Good command of both spoken and written English and Chinese 4) Passionate, enthusiastic and customer-oriented
Duties and Responsibilities:	1) Greet members and guests, present menus, answer enquiries and provide service and recommendations on food & beverage to Members 2) Responsible for all set-up in the bar and restaurant 3) Delivery of a professional service to Members and guests in accordance with Company's standards
Work Location:	Quarry Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000 - HK\$16,500
Other Benefit(s):	On-the-job Training, 12 days Annual Leave, Public Holidays, Medical and Hospitalization Scheme, Discretionary Bonus
How to Apply:	By Email: hr@refineryclub.com By Fax: 3747 5870