

Career Expo 2019

Vacancy Information Sheet

Company:	The Repulse Bay Company, Limited
Position:	F&B Server
Qualifications and Requirements:	<ul style="list-style-type: none">- Relevant experience in the hospitality industry is preferred- Passionate with customer services mindset and able to work under pressure- Good command of spoken English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">- Prepare restaurant setup- Offer customer services to guests in restaurant
Work Location:	The Repulse Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	<ul style="list-style-type: none">- 12 days Annual Leave- Statutory Holiday- Medical, Dental and Life Insurance- Duty Meal, uniform and Shuttle bus- Non-contributory retirement plan- Annual Body Check
How to Apply:	email: career@therepulsebay.com

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Company:	The Repulse Bay Company, Limited
Position:	Customer Services Officer
Qualifications and Requirements:	<ul style="list-style-type: none">- Certificate holder in Property, Housing Management or related disciplines- Customer oriented with outgoing and pleasant personality- Good organisation and interpersonal skills- Proficiency in spoken English and Chinese
Duties and Responsibilities:	<ul style="list-style-type: none">- Provide services to residents, including in-room check-in upon arrival and handle tenant's enquiries or maintenance requests- Identify defects after the tenants check out- Assist the supervision of renovation work in apartments for new leases or renewal leases- Perform administrative work
Work Location:	The Repulse Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	<ul style="list-style-type: none">- 12 days Annual Leave- Statutory Holiday- Medical, Dental and Life Insurance- Duty Meal, uniform and Shuttle bus- Non-contributory retirement plan- Annual Body Check
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Company:	The Repulse Bay Company, Limited
Position:	Club Services Officer
Qualifications and Requirements:	<ul style="list-style-type: none">- Diploma or above in Recreation/ Hotel/ Property Hotel Management- Customer service oriented with excellent interpersonal skills- Well versed in computer applications including Word and Excel- Proficiency in spoken and written English and Chinese, including Mandarin
Duties and Responsibilities:	<ul style="list-style-type: none">- Answer general enquiries, maintain efficient and excellent service standard at the club reception- Organize and coordinate members' recreational classes and activities- Handle membership application and club facilities' reservations
Work Location:	The Repulse Bay
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	<ul style="list-style-type: none">- 12 days Annual Leave- Statutory Holiday- Medical, Dental and Life Insurance- Duty Meal, uniform and Shuttle bus- Non-contributory retirement plan- Annual Body Check
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