

Career Expo 2019

Vacancy Information Sheet

Company:	Courtyard by Marriott Hong Kong
Position:	Front Office Agent
Qualifications and Requirements:	1) Higher Diploma in Hospitality Management 2) Proficiency in written and spoken English & Cantonese and fluent in Mandarin speaking
Duties and Responsibilities:	<ul style="list-style-type: none">• Organize, confirm and process guest check-ins/ check-outs and adapt for any changes• Secure payment, verifying and adjusting billing as needed• Provide guests with room and hotel information, directions, amenities and local interests• Run daily reports, reviewing to see what needs to be communicated to the next shift's staff
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$15,500 - HK\$16,000
Other Benefit(s):	5 Days Work Week, Discretionary Bonus, Medical and Dental Benefits
How to Apply:	By Email: cy.hkqcy.career@courtyard.com By Fax: 3717-8897

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Company:	Courtyard by Marriott Hong Kong
Position:	At Your Service Agent
Qualifications and Requirements:	1) Higher Diploma in Hospitality Management 2) Proficiency in written and spoken English & Cantonese and fluent in Mandarin speaking
Duties and Responsibilities:	<ul style="list-style-type: none">• To attend to each call in a courteous and efficient manner, following the Courtyard Shaping Service and Brand Standard requirement.• To dispatch appropriate personnel to satisfy guest requests and resolve guest issues
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$15,500 - HK\$16,000
Other Benefit(s):	5 Days Work Week, Discretionary Bonus, Medical and Dental Benefits
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Company:	Courtyard by Marriott Hong Kong
Position:	Room Attendant
Qualifications and Requirements:	1) Vocational training in Housekeeping 2) Cheerful, friendly with can-do attitude 3) Basic language skills
Duties and Responsibilities:	<ul style="list-style-type: none">• To make up the rooms and refill guest supply according to the standard set by the Hotel.• To set up the room according to hotel's standard and procedure.
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$14,000 - HK\$14,500
Other Benefit(s):	5 Days Work Week, Discretionary Bonus, Medical and Dental Benefits
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Company:	Courtyard by Marriott Hong Kong
Position:	Waiter/Waitress
Qualifications and Requirements:	1) 1 year experience, fresh graduates are also welcomed 2) Fluent in English, Cantonese and Mandarin 3) Presentable with cheerful & friendly personality 4) Excellent telephone & customer service skills
Duties and Responsibilities:	<ul style="list-style-type: none">To greet and serve the guest in accordance with Marriott standards of food and beverage quality, presentation and sanitation, and in a gracious and professional manner.
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$13,000 - HK\$15,500
Other Benefit(s):	5 Days Work Week, Discretionary Bonus, Medical and Dental Benefits
How to Apply:	By Email: cy.hkgcy.career@courtyard.com By Fax: 3717-8897

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Company:	Courtyard by Marriott Hong Kong
Position:	Cook
Qualifications and Requirements:	1) Great teamwork skills and attention to detail 2) Positive outlook and outgoing personality 3) Previous kitchen experience is a big plus
Duties and Responsibilities:	<ul style="list-style-type: none">• Prepare fresh ingredients for cooking according to recipes/menu• Cook food and prepare top-quality menu items in a timely manner• Test foods to ensure proper preparation and temperature• Operate kitchen equipment safely and responsibly• Ensure the proper sanitation and cleanliness of surfaces and storage containers
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$13,000
Other Benefit(s):	5 Days Work Week, Discretionary Bonus, Medical and Dental Benefits
How to Apply:	By Email: cy.hkgcy.career@courtyard.com By Fax: 3717-8897