

## Assistant Concierge 助理禮賓司 Responsibilities 職責:

- Handle residents' arrivals and departure procedures in an effective and efficient way  
有效地辦理住客的抵離手續
- Answer enquiries, handle complaints, provide local information and resolve problems requested from residents  
回答查詢、處理投訴並解決住客提出的問題
- Ensure high level of residents' satisfaction by providing prompt and courteous services and establishing friendly rapport with residents  
確保住客的高度滿意及維持周到的服務並與住客建立友好的關係

## Requirements 要求:

- Diploma holder, preferably in hotel or tourism management  
酒店或旅遊管理文憑持有者
- Good team player with pleasant personality and customer oriented  
良好的團隊合作精神及以客戶為先
- Excellent in both spoken and written in English  
優秀的英語口語和書面語
- Fresh graduates are welcomed to apply  
歡迎應屆畢業生申請

## Benefits 福利:

- ❖ Discretionary Bonus 酌情性花紅
- ❖ On the Job Training 在職培訓
- ❖ 12 Days Annual Leave 12日有薪年假
- ❖ 13 Days Statutory Holiday 13日勞工法定假期
- ❖ Full Paid Sick Leave 有薪病假
- ❖ Medical Insurance 醫療福利
- ❖ Dental Insurance 牙科保健
- ❖ Meal Allowance 膳食津貼
- ❖ Referral Bonus 介紹人獎金
- ❖ MPF 強積金
- ❖ Staff Discount 員工優惠
- ❖ Typhoon & Transportation Allowance 颱風交通及膳食津貼

Salary 月薪:

\$16300

如欲應徵者，歡迎致電21193003與陳小姐接洽或電郵至  
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