

Job Openings (Permanent Job) for THEi Career Fair 2018

Department	Position	Job description	Requirement
Executive Office	Management Trainee	<ul style="list-style-type: none"> • Comprehensive training program with job rotation in key operating departments / sections • Get involved in projects and assignment to gain experience • In-company Mentors with Senior Executives • Regular coaching & feedback from Department Head & Director of Human Resources • Cross exposure in Shangri-la properties 	<ul style="list-style-type: none"> • University degree or equivalent in any discipline
Sports & Recreation	Health Club Receptionist	<ul style="list-style-type: none"> • Handle the daily operations in Health Club, Bowling Alley, Tennis Court, children facilities and related areas • Greet members and guests, answering incoming calls and members' enquires in a professional manner • Handle reservations and provide check-in and check-out service • Organize and participate sports & recreations events and activities 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Excellent guest interaction skills • Guest oriented and a good team player

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Sports & Recreation	Central Reservations Agent	<ul style="list-style-type: none"> • To ensure all bookings and reservations are recorded accurately, correctly and properly • Maintain daily communication with the S&R Reservations Centre members • To check member satisfaction and always take initiative to delight members and guests by anticipating their needs 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Excellent guest interaction skills • Guest oriented and a good team player
Sports & Recreation	Children's Facility Assistant	<ul style="list-style-type: none"> • Greet members and guests, answering incoming call and members' enquires in a professional manner • Handle reservations and provide check-in and check-out service • Assists in children's play area 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Excellent guest interaction skills • Guest oriented and a good team player
Sports & Recreation	Spa Receptionist	<ul style="list-style-type: none"> • Handle the daily operations in Hair & Beauty Salon • Greet members and guests, answering incoming calls and members' enquires in a professional manner • Handle reservations accurately • Introduce the beauty or hair products to members and guests 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Excellent guest interaction skills • Guest oriented and a good team player

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Sports & Recreation	Nail Technician	<ul style="list-style-type: none"> • Monitor and ensure smooth operation of Beauty Salon • Ensure that service / items are prepared according to Club standards • Performing manicures and pedicures in a hygienic and professional manner 	<ul style="list-style-type: none"> • Excellent command of spoken English and Cantonese • Excellent guest interaction skills
Sports & Recreation	Fitness Officer / Contract Fitness Officer (1 year)	<ul style="list-style-type: none"> • Maintain fitness facilities and ensure the safety use of equipment • Provide appropriate advices to Members how to manipulate the fitness facilities • To greet guests and promote through good human relations a professional image especially where dealing with special request and complaints 	<ul style="list-style-type: none"> • Relevant working experience is preferred • Possession of a certificate of Physical Fitness Foundation as well as First Aid certificate is desirable • Excellent command of spoken English, Cantonese and Putonghua Pleasant, energetic with good communication skill

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Sports & Recreation	Hair Assistant	<ul style="list-style-type: none"> • To maintain the smooth day to day operation of the Salon facilities in accordance with the polices, standards and guidelines established by the Club and Shangri-La Internationals • To greet guests and promote through good human relations a professional image 	<ul style="list-style-type: none"> • Excellent command of spoken English and Cantonese • Excellent guest interaction skills
<u>Food & Beverage</u>	Host / Hostess	<ul style="list-style-type: none"> • Assists the Manager, Assistant Manager and Captains to ensure the smooth day to day operations. • Actively participating in the greeting, seating and service extended to members and supervising subordinate service personnel in accordance with the policies standards and guidelines established by the club and Shangri-La International management. 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Relevant working experience is preferred, fresh graduates are also welcomed • Excellent guest interaction skills • Guest oriented and a good team player

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<u>Food & Beverage</u>	Waiter/ Waitress	<ul style="list-style-type: none"> • Monitor and ensure smooth operation of the sections appointed • Ensure that service / items are prepared according to Club standards • Ensure that all materials, equipment and machinery are properly used and regularly cleaned • Check cleanliness of the sections prior to and after service • Obtain customer feedback during operation to ensure guest satisfaction 	<ul style="list-style-type: none"> • Excellent command of spoken English, Cantonese and Putonghua • Relevant working experience is preferred, fresh graduates are also welcomed • Excellent guest interaction skills • Guest oriented and a good team player
<u>Finance</u>	Accounts Assistant – Billing Service (Customer related)	<ul style="list-style-type: none"> • Responding to members' billing enquiries • Assisting manager on credit controls • Preparing financial reports and administrative supports 	<ul style="list-style-type: none"> • LCCI Accounting International Certification • Experience in hospitality is desirable • Good knowledge of MS Word and MS Excel • Good command of English and Cantonese • Good team player and able to work under pressure

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<u>Kitchen</u>	Commis	<ul style="list-style-type: none"> • Responsible for efficient control, stocking, dispensing and security of all commodities used • Ensure production of all food is completed to the members satisfaction and to the standards required by the company • Striving to delight our members and guests each and every time 	<ul style="list-style-type: none"> • Form 5 or Certificate holder of western kitchen of Vocational Training Council • Minimum 1 years relevant experience in related professions • Good command of English and Cantonese <p>Good team player and able to work under pressure</p>

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