

Career Fair 2018 – Job Openings

Select Service Partner (HK) Ltd.

(Brands: Airline Lounges, O’Learys, Burger King, Popeye’s, Panopolis, Old Town White Coffee, Aijno Tokaidai etc.)

Office role :

(1) Administrator, Asia Pacific – Project

Responsibilities:

- Report directly to the Property Director of Asia Pacific
- Assign to manage all commercial documents related to Project Department
- Ensure compliance with record keeping practices and regulatory record retention requirements
- Maintain record security and protect the integrity of records against unauthorized alteration or destruction
- Manage change requests, process document changes and coordinate approval
- Track change request status, retire or obsolete documents as applicable
- Perform other duties as requested by the Property Director

Requirements:

- Some administrative working experience, preferable in Property department
- Highly organized with good time management and keen attention to details
- Good integrity and attitude to maintain confidentiality
- Self-starter with the personal drive and proactive
- Good interpersonal and communication skills
- Excellent written and verbal communication skill of English and Chinese
- Excellent skill of Microsoft Office (Excel, Word & PowerPoint)
- University fresh graduate with summer internship experience is welcome

(2) Operation Officer/Assistant, Hong Kong – Operation

Responsibilities:

- Handling admin duties support to F&B outlets located in Mongkok
- Entering stock receive document and record
- Preparing weekly reports (e.g. Sales, Working Hour, Stock ordering etc)
- Maintaining filing system and database to meet the department needs
- Liaising with internal departments and external parties on operation issues
- Traveling between different offices occasionally

Requirement:

- Tertiary Educated or above
- With food and beverage operation and/or exposure of purchasing experience is preferred
- Excellent organization skills and able to work independently
- Strong competency with Excel, MS Word, and office databases and applications
- Focused, detail-oriented, self-motivated, excellent communication skills, multi-task, able to work under pressure

Operation role :

(1) Lounge Server

Responsibilities:

- Provide customer service with good communication skills
- Familiar with lounge operations and processes
- Responsible for lounge sanitation and order

- Experience in airport lounge is a prefer

Requirement:

- HKCEE/HKDSE graduates
- Minimum of one year related working experience
- Fluent Cantonese; good Mandarin; good English
- Able to read and write English & Chinese

(2) Lounge Cook

Responsibilities:

- Provide quality food to customers
- Responsible for the products of airport lounge kitchen
- Experiences in western restaurant is required
- Experiences in kitchen management or airport lounge restaurant is an advantage

Requirement:

- HKCEE/HKDSE graduates
- Minimum of one year related working experience
- Able to read and write Chinese

(3) QSR Server

Responsibilities:

- Provide quality Catering Services
- Familiar with any types of restaurant operation
- Assist to maintain sanitation of the restaurant
- Energetic and sunshine personality
- Applicants with relevant experiences may apply Senior Server

Requirement:

- HKCEE/HKDSE graduates
- Minimum of one year related working experience
- Fluent Cantonese; good Mandarin
- Able to read and write Chinese

(4) QSR Cook

Responsibilities:

- Cook and prepare quality food to customers
- Responsible of the products from general kitchen work
- Assist to maintain products quality, etc.

Requirement:

- HKCEE/HKDSE graduates
- Minimum of one year related working experience
- Able to read and write Chinese