



Hong Yip Service Company Limited

Career Opportunities

Assistant Clubhouse Officer (Ref. No.: THEI/ACO/2018)

<i>Entry Requirements</i>	<i>Job Responsibilities</i>
<ul style="list-style-type: none">➤ <i>Degree or Higher Diploma in Sports & Recreation Management</i> or equivalent➤ Good command of spoken and written English and Chinese➤ Proficient in MS Office and Chinese Word processing➤ Good interpersonal and communication skills➤ <i>Willing to work on shift duty</i>	<ul style="list-style-type: none">➤ Assist in daily operation of clubhouse and organizing recreational activities➤ Handle enquiries and provide excellent services to customers

Assistant Guest Relations Officer (Ref. No.: THEI/AGRO/2018)

<i>Entry Requirements</i>	<i>Job Responsibilities</i>
<ul style="list-style-type: none">➤ <i>Degree or Higher Diploma in Hotel Operations Management</i> or equivalent➤ People-oriented with full commitment to customer service➤ Good command of spoken and written English and Chinese➤ Proficient in MS Office and Chinese Word processing➤ Good interpersonal and communication skills➤ <i>Willing to work on shift duty</i>	<ul style="list-style-type: none">➤ Provide superior service related to property management➤ Assist in handling customers enquiries and requests