

## Career Fair 2018 – Job Openings

**Company Name**      **The Mira Hong Kong**

**Company Website**    <http://www.themirahotel.com>

**Job title (1)**        Concierge Ambassador

**Job nature**            Hotel Operations / Hotel Management

**Job types**             Graduate Positions

**Work location**        Hong Kong

**Roles and responsibilities**    Provides all kinds of delivery service to guest, Executives and internal departments on time. Identifies and greets guests and offer attentive service with relevant information to guests accurately and professionally.

**Requirements / qualifications**    A minimum of tertiary in education level  
A minimum of 1 year's related working experience, fresh graduate may be considered  
Courteous and cheerful in personality  
Good command in both spoken & written English and Chinese (Mandarin)  
Polite, friendly and eager to learn

**Job title (2)**            **Guest Relations Officer**

**Job nature**            Hotel Operations / Hotel Management

**Job types**             Graduate Positions

**Work location**        Hong Kong

**Roles and responsibilities**    Greet and escort all arriving VIP, provide local and general information for every guest's enquiry, promote in-house functions and hotel facilities. Provide assistance at club floor counter and the lounge.

**Requirements / qualifications**    A minimum of higher diploma in education level, preferably in Front Office or related discipline  
A minimum of 1 year of working experience in hospitality industry, preferably with F&B experience; fresh graduate will be considered  
Excellent command in both written & spoken English & Chinese (Mandarin)  
Good interpersonal and communication skills  
Guest-oriented, friendly and courteous

**Job title (3)**            **Commis**

**Job nature**            Hotel Operations / Hotel Management

**Job types**             Graduate Positions

**Work location**        Hong Kong

**Roles and responsibilities**    Assist in preparing food daily and keep the work place clean and safe.

**Requirements / qualifications**    A minimum of tertiary in education level  
A minimum of 1 year's related working experience, fresh graduate may be considered  
Positive, energetic and cheerful in personality  
Responsible and hardworking  
Willing to learn and multi-tasked

**Job title (4)** Pastry Cook C

**Job nature** Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management

**Job types** Graduate Positions

**Work location** Hong Kong

**Roles and responsibilities** Assist in pastry products production

**Requirements / qualifications**  
A minimum of tertiary in education level  
A minimum of 1 year's related working experience, fresh graduate may be considered  
Certification in Food Hygiene  
Responsible and reliable  
Hardworking, eager to learn

**Job title (5)** **Guest Services Officer - Cuisine Cuisine**

**Job nature** Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management

**Job types** Graduate Positions

**Work location** Hong Kong

**Roles and responsibilities** Assists the service team to ensure the smooth day to day operations of restaurant.  
Actively participating in the greeting, seating and service.

**Requirements / qualifications**  
A minimum of Diploma in education level  
A minimum of 1 year's related working experience, fresh graduate may be considered  
Courteous and cheerful in personality  
Good command in both spoken & written English and Chinese (Mandarin)  
Good interpersonal and communication skills

**Job title (6)** **Restaurant Services Agent**

**Number of job vacancies** 2-3

**Job nature** Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management

**Job types** Graduate Positions

**Work location** Hong Kong

**Roles and responsibilities** To be responsible for food and beverage pick up and serve according to the instructions provided as well the service standards established by Hotel F&B.

**Requirements / qualifications**  
A minimum of tertiary in education level  
A minimum of 1 year of related working experience, fresh graduate may be considered  
Good command of spoken English & Chinese (Mandarin)  
Friendly, courteous and guest-oriented

**Job title (7)****Housekeeping Services Agent****Job nature**

Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management

**Job types**

Graduate Positions

**Work location**

Hong Kong

**Roles and responsibilities**

Responsible for the cleanliness and tidiness of guest rooms as assigned according to hotel standards.

**Requirements / qualifications**

A minimum of primary in education level  
A minimum of 1 years' related experience in hotel Housekeeping is preferred  
Able to speak and understand vocational English to handle guest enquiries  
Hardworking and disciplined  
Friendly, patient and guest-oriented; able to work independently

## Career Fair 2018 – Job Openings

<b>Company Name</b>	<b>Mira Moon Hotel</b>
<b>Company Website</b>	www.miramoonhotel.com
<b>Job title (1)</b>	Bartender
<b>Job nature</b>	Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	To provide food & beverage services especially in bar area, be responsible to monitor inventories
<b>Requirements / qualifications</b>	DSE or above, with cocktails mixing skill and/or related working experience is preferred
<b>Job title (2)</b>	<b>Restaurant Services Agent</b>
<b>Job nature</b>	Catering / Culinary Arts and Management / Food and Beverage Management, Hotel Operations / Hotel Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	To provide food & beverage services and handles customer complaints
<b>Requirements / qualifications</b>	DSE or above, with related experience is preferred
<b>Job title (3)</b>	<b>Front Desk Officer</b>
<b>Job nature</b>	Hotel Operations / Hotel Management
<b>Job types</b>	Graduate Positions
<b>Work location</b>	Hong Kong
<b>Roles and responsibilities</b>	To prepare Front Desk reports and produce reports accordingly during overnight duties, provide prompt and attentive services to hotel guest in a courteous manner, handle guest registration and render accurate information to guest upon inquiry, perform all functions of cashiering such as check out, currency exchanges and bill inquiries
<b>Requirements / qualifications</b>	High Diploma in education level of related discipline