



香港仔坊會

AKA

職位空缺編號：**AK2002017**

僱主名稱：Bond Success Development Limited

職位空缺名稱：Serviced Apartment (Hotel) Concierge & Receptionist

行業：酒店

工作時間：每週工作 6 天，星期一至日 09:00~18:00，輪休

薪酬：月薪\$15,000~20,000

工作地區：赤柱

資歷：Degree holder or above; 2~3 years of working experiences

職責：- Respond to guest's queries regarding restaurants & airline bookings, location of clinics, tourist attractions, etc. on an as-needed basis;  
- perform guest invoicing duties;  
- attend to service requests in the suites, restock supplies;  
- monitor energy usage using building intelligent system;  
- show vacant suites to potential clients;  
- handle inquiries

備註：有薪假期，強積金，銀行假  
歡迎應屆畢業生

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