

**Career Fair 2018 - Job Openings
Renaissance Harbour View Hotel Hong Kong**

Department	Job title	Job nature	Job Type	Work Location	Roles and responsibilities	Requirements/ qualifications
Food & Beverage	Receptionist – Cafe Renaissance / Mirage	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Answer phone calls in a standard manner using our standard greeting phase. - Ensure all reservation details of guests are recorded clearly and accurately. - Greet guests by name courteously according to the required phrases - Ensure all menus are up to date, clean and are in good condition. 	<ul style="list-style-type: none"> - Hotel institute or college graduated - 3 – 4 years or similar working experience preferable. - Outgoing with good customer service - Able to reply booking email and knowledge of Respak Reservation system
Food & Beverage	Waiter/Waitress – Cafe Renaissance/ Dynasty/ In Room Dining / Mirage	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Serve food & beverages to guests. - Check with guests to ensure satisfaction with food and/or beverages. - Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. - Record transaction in MICROS system at time of order. 	<ul style="list-style-type: none"> - Certificate or diploma in hospitality management is preferable with related experience will be an advantage - Good languages ability at English, Cantonese and Putonghua - Presentable with cheerful & friendly personality - Excellent telephone & customer service skills - Good organization skills with multi-tasking
Front Office	Renaissance Clerk – Front Desk	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - To ensure the check-in/check-out procedures and services are up to standard. - To prepare and maintain records pertinent to the guests staying in the hotel. - Welcome and acknowledge each and every guest with a smile, eye contact, and a friendly verbal greeting, using the guest's name when possible. 	<ul style="list-style-type: none"> - Hotel Institute/ College graduated - Effective sales skills to up-sell products and services - Flexible and outgoing - Excellent communication in both written and spoken English & Chinese (Cantonese & Putonghua) - Proficient in Microsoft office applications and hotel systems
Front Office	Renaissance Attendant – Bellstand	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Transport guest luggage to and from guest rooms and/or designated bell area. - Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. - Open doors and assist guests/visitors entering and leaving property. - Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. - Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). 	<ul style="list-style-type: none"> - F.5 or above - Hotel experience is preferable - Energetic and willing to perform shift duty - Outgoing and good communications skills - Conversational in both English and Putonghua
Housekeeping	Room Attendant	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Tidy up guest rooms and replace guest amenities and supplies in accordance with hotel standards. - Respond promptly to requests from guests and other departments. 	<ul style="list-style-type: none"> - Hotel Institute/ College graduated - One year relevant working experience in hotel is preferable - Good command of spoken English and Mandarin - Shift duty is required
Sales & Marketing	Digital Marketing Specialist	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Responsible for promoting the hotel and creating brand awareness in the digital space, identifying opportunities to expand and managing social communities through conception, development, copywriting and engagement. - Manages the editorial calendar for social media. Analyzes and shares content, updates and data for all social media platforms including, but not limited to hotel blog, Facebook, Twitter, Sina Weibo, YouTube, Flickr, Instagram, Four Square etc. - Establishes new and maintains existing social media relationships by proactively engaging in discussion surrounding hotel's content, services and brand. - Listens to and monitors all social media outlets: pages, sites, blogs, etc. on daily basis and post/respond on particular topics or in response to other posts/comments. - Identifies and explores opportunities and channels with third party for new initiatives in digital media platforms. - Identify top industry bloggers/ key opinion leaders and maintain regular outreach. 	<ul style="list-style-type: none"> - Degree Holder, preferred in Marketing, Communications, Journalism, eCommerce or Hotel Management disciplines - A self-starter, be creative and has fresh eyes to identify opportunities for the hotel - Able to manage Social Media Channels with content planning, photo-shooting and video-editing - Practical knowledge in online marketing, identify and pitch the suitable bloggers in getting more exposure for our hotel - Able to work as a team player to support all O2O marketing activities - Pleasant personality with good presentation, communication and interpersonal skills - Must be detail-oriented and energetic - Good command of both spoken and written English and Chinese
Sales & Marketing	Sales Coordinator	Hotel Operations/ Hotel Management	Graduate Positions	Hong Kong	<ul style="list-style-type: none"> - Perform general office duties to support Sales & Marketing department. - Prepare sales-related documents throughout the sales process (e.g., proposals, contracts, or banquet event orders). - Promote awareness of brand image internally and externally. Gather materials and assemble information packages (e.g., brochures, promotional materials). - Enter, retrieve, reconcile, and verify information (e.g., commissions, leads, third parties) in software involved in the sales process. - Answer guest enquiries. 	<ul style="list-style-type: none"> - Higher Diploma or above in Hospitality related discipline - 1-2 years' related work experience - Exceptional communication skills in spoken and written English and Chinese - Proficiency in Mandarin is an advantage - Proficiency in MS Office applications - Demonstrate good interpersonal skills and ability to provide customer service - Well organized, out-going
Food & Beverage	Waiter / Waitress (Part-time)	Hotel Operations/ Hotel Management	Part-time	Hong Kong	<ul style="list-style-type: none"> - Serve food & beverages to guests. - Check with guests to ensure satisfaction with food and/or beverages. - Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. - Record transaction in MICROS system at time of order. 	<ul style="list-style-type: none"> - Certificate or diploma in hospitality management is preferable with related experience will be an advantage - Good languages ability at English, Cantonese and Putonghua - Presentable with cheerful & friendly personality - Excellent telephone & customer service skills - Good organization skills with multi-tasking
Food & Beverage	Western Kitchen Helper (Part-time)	Hotel Operations/ Hotel Management	Part-time	Hong Kong	<ul style="list-style-type: none"> - Prepare ingredients for cooking, including portioning, chopping, and storing food. - Ensure kitchen hygiene quality 	<ul style="list-style-type: none"> - Neat & tidy - Hotel experience is preferable but not a must
Front Office	Bell Attendant (Part-time)	Hotel Operations/ Hotel Management	Part-time	Hong Kong	<ul style="list-style-type: none"> - Open doors and assist guests/visitors entering and leaving property. - Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. - Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). - Transport guest luggage to and from guest rooms and/or designated bell area. - Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. 	<ul style="list-style-type: none"> - F.5 or above - Hotel experience is preferable but not a must - Energetic and willing to perform shift duty and overtime work - Capable of communicating in both English and Putonghua
Housekeeping	Room Attendant (Part-time)	Hotel Operations/ Hotel Management	Part-time	Hong Kong	<ul style="list-style-type: none"> - Tidy up guest rooms and replace guest amenities and supplies in accordance with hotel standards. - Respond promptly to requests from guests and other departments. 	<ul style="list-style-type: none"> - Hotel Institute/ College graduated - One year relevant working experience in hotel is preferable - Good command of spoken English and Mandarin - Shift duty is required