

Career Fair 2018 – Job Openings

New World Development Company Limited

Position	Job Descriptions	Job Requirements
Assistant Sales Officer	<ul style="list-style-type: none"> • Assist in the planning and execution of sales campaigns for residential projects • Responsible for logistics planning and daily operations during sales launch • Liaise with business associate such as property agents and solicitors to facilitate sales activities and transactions • Conduct market researches and analyses for Hong Kong property market • Assist in pricing and sales strategy • Working location in sales office 	<ul style="list-style-type: none"> • University graduate or equivalent • Knowledge in property related ordinance is an advantage • Excellent interpersonal, presentation and communication skills • Proactive, energetic, and able to work under pressure • Good command of spoken English and Chinese (Cantonese and Putonghua) <p>- Welcome to fresh graduate candidates</p>
Assistant Property Officer	<ul style="list-style-type: none"> - To assist and support daily operations of the residential / shopping mall properties - To manage, implement and handle the tendering of assigned service agents and/or contractors for areas such as cleaning, security, technical, etc. - To provide assistance and answer enquiries of residents or any other parties - To communicate with Owners' Committee members - To perform any ad hoc duties assigned by superior 	<ul style="list-style-type: none"> - University graduate in Real Estate, Hospitality or related disciplines - Proactive, good interpersonal skills, polite and willing to learn - Good command of both written and spoken English and Chinese <p>- Welcome to fresh graduate candidates</p>

Assistant Clubhouse Officer	<ul style="list-style-type: none"> - To assist and support daily operations of clubhouse in luxury property - Duties include counter servicing, facilities booking and checking, handling inquiries and assisting in organizing recreational activities/festive events etc. - To supervise performance of service contractors and sub-ordinates - To perform any ad hoc duties assigned by superior 	<ul style="list-style-type: none"> - Higher diploma holder or above, preferably in Club House/ Hotel/ Event Management or related disciplines - Proactive, good interpersonal skills, polite and willing to learn - Excellent customer service skills - Shift duty is required - Good command of both written and spoken English and Chinese - Welcome to fresh graduate candidates
F&B Service Attendant	<ul style="list-style-type: none"> - To receive and serve guests in Western restaurant - To provide recommendations and introduce upsell promotion items / menus to guests - To work closely with other teams in understanding guests' needs - To manage and supervise service attendants & casual staff to ensure quality standard of service is attained - To handle guests' enquiries and complaints - To provide general administrative supports and assist in adhoc duties as per requests 	<ul style="list-style-type: none"> - Diploma holder or above in Hospitality service or related discipline - Passionate in F&B industry - Strong Sense of Sales and Customer-Service - Great communication skills - Fluent in both Cantonese and English (with Fair Putonghua) - Shift duty is required - Welcome to fresh graduate candidates
Barista	<ul style="list-style-type: none"> - To create a friendly and enjoyable coffee experience to customers - To assist in the daily operation of the café - To prepare high standard specialty coffee, drinks and food to guests - To perform any ad hoc duties as assigned by superior 	<ul style="list-style-type: none"> - Diploma holder or above and preferably with Barista vocational training certificate - With relevant experience in upscale coffee shops is an advantage - Presentable, customer service-oriented, enthusiastic, self-motivated, good team player and detail-oriented with strong sense of responsibility - Excellent guest interaction skills - Good command of spoken English & Chinese (Cantonese & Putonghua) - Welcome to fresh graduate candidates