



## Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No:	<b>ES 0708006F</b>
Date:	<b>27-Sep-07</b>

Post: **Guest Services Assistant** No. of Vacancies: -

Name of Organization: (English) <b>Hang Lung (Administration) Ltd.</b>	
(Chinese) 恒隆(行政)有限公司	
Address: <b>21/F., Standard Chartered Bank Building, 4 Des Voeux Road Central, HK</b>	
Web site: <a href="http://www.hanglungbank.com">www.hanglungbank.com</a>	
Business Nature: <b>Customer Services</b>	
Working Location: <b>All over Hong Kong</b>	
Working Hours: <b>10hrs on shift</b>	Commencement Date: <b>Immediately</b>
Salary: <b>Negotiable</b>	Other Benefits: <b>Year-end payment</b>
Job Descriptions: <ul style="list-style-type: none"> <li>- Undergo all-round training in the frontline operations of our prime leasing properties</li> <li>- Provide excellent services to tenant &amp; customers</li> <li>- Assist in planning coordinating and formulating creative solutions for day-to-day management functions</li> <li>- To be groomed to higher positions at leasing and management division as per individual strengths, interests and business requirements</li> </ul>	
Requirements: <b>Commerce / HD or above</b>	
Special Knowledge/ Skills: <b>Good command of English, Cantonese and Putonghua</b>	
Application Procedure:	
<input checked="" type="checkbox"/> By Email: <a href="mailto:recruit@hanglung.com">recruit@hanglung.com</a>	
<input checked="" type="checkbox"/> <b>Submit Covering Letter/Resume/Photo</b>	
Application should send to: <b>N/A</b>	
Closing Date: <b>N/A</b>	
Remarks: <b>N/A</b>	