

**Hong Kong Christian Service**  
**Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

**Employment Vacancy**

**Part I : Employer Information**

Company Name : <b><u>Microgroup HK Limited</u></b>	Trade : _____
Company Address: <b><u>Unit 9, 5/F, 385 Nathan Road, Yau Ma Tei</u></b>	

**Part II : Vacancy Information**

Job Title : <b><u>Receptionist (Guest House)</u></b>	No. of Vacancy(ies): <b><u>2</u></b>
Job Duties : ● <b><u>Handle basic requests from our guests</u></b> ● <b><u>No job experience required</u></b> ● <b><u>relax working environment provided</u></b>	
Contract of Employment : <b><u>Full-time</u></b>	
Work Place: <b><u>Yau Ma Tei</u></b>	
Working Hours : <b><u>Position A- 3-4 days per week; Position B- 6 days per week</u></b> : <b><u>Regular hours: Position A-1000-2300; Position B-1000-2000</u></b>	
Basic Salary : <b><u>Position A \$480-550 per day; Position B \$360-440 per day</u></b> Other benefit(s)/allowance(s) : _____	
Required Education : <b><u>Secondary(Completed Secondary 3)</u></b>	
Working Experience : <b><u>N/A</u></b>	
Language Requirement : <b><u>Ability to Listen &amp; Speak</u></b> <b>English</b> <input checked="" type="checkbox"/> <b>Fluent</b>	<b><u>Ability to Read &amp; Write</u></b> <b>English</b> <input checked="" type="checkbox"/> <b>Able to Read &amp; Write</b>
Other Entry Requirements: • • •	

**Part III: Job Application Method**

Applicants can apply the vacancy by:  Contact <b><u>Mr. Martin</u></b> at Whatsapp 94273270 (please don't call)
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Posting date until: **15/3/2018**