

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

Employment Vacancy

Part I : Employer Information

Company Name : <u>Jones Lang LaSalle Management Services Limited</u>	Trade : <u>Club Catering</u>
Company Address: <u>Unit 1402-07&17/F, Dorset House, 979 King's Road, Quarry Bay, HK</u>	

Part II : Vacancy Information

Job Title : <u>Assistant Customer Services Officer</u>	No. of Vacancy(ies): <u>1</u>						
Job Duties : <ul style="list-style-type: none">● <u>To assist the property manager/ senior staffs to carry out daily operations of the property including monitoring of property maintenance, cleaning, security, etc if required</u>● <u>To handle enquires / complaints of customers and visitors at the reception counter in the managed property</u>● <u>To visit/communicate with the tenants whenever required for public relationship and for knowing/satisfying their needs</u>							
Contract of Employment : <u>Full-time</u>							
Work Place: <u>Central</u>							
Working Hours : <u>5.5 working days per week</u> : <u>Regular hours: Mon-Fri 0900-1800, Sat 0900-1300 (alternative Sat off)</u>							
Basic Salary : <u>HK\$ 15K-16K per month</u>							
Other benefit(s)/allowance(s): <u>Annual Leave Entitlement, Caring Leave, Discretionary Bonus, Medical Plan</u>							
Required Education : <u>Diploma/Certificate</u>							
Working Experience :							
Language Requirement : <table border="0" style="width: 100%;"><tr><td style="width: 50%;"><u>Ability to Listen & Speak</u></td><td style="width: 50%;"><u>Ability to Read & Write</u></td></tr><tr><td>Cantonese <input checked="" type="checkbox"/> Nil</td><td>Chinese <input checked="" type="checkbox"/> Nil</td></tr><tr><td>English <input checked="" type="checkbox"/> Fluent</td><td>English <input checked="" type="checkbox"/> Able to Read & Write</td></tr></table>		<u>Ability to Listen & Speak</u>	<u>Ability to Read & Write</u>	Cantonese <input checked="" type="checkbox"/> Nil	Chinese <input checked="" type="checkbox"/> Nil	English <input checked="" type="checkbox"/> Fluent	English <input checked="" type="checkbox"/> Able to Read & Write
<u>Ability to Listen & Speak</u>	<u>Ability to Read & Write</u>						
Cantonese <input checked="" type="checkbox"/> Nil	Chinese <input checked="" type="checkbox"/> Nil						
English <input checked="" type="checkbox"/> Fluent	English <input checked="" type="checkbox"/> Able to Read & Write						
Other Entry Requirements: if the candidate is SPP holder, will be an advantage							

Part III: Job Application Method

Applicants can apply the vacancy by: Contact Miss <u>Lo</u> at Tel/Email 28465710/ kinki.lo@ap.jill.com Send the resume to Miss Lo at E-mail: kinki.lo@ap.jill.com

Posting date until: **3/7/2018**