

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

**Employment Vacancy**

**Part I : Employer Information**

Company Name : Butterfly Hospitality (HK) Limited	Trade : Metalware
Company Address: 13/F, Yue Hwa International Building, 1 Kowloon Park Drive, Tsim Sha Tsui	

**Part II : Vacancy Information**

Job Title : 1) <b><u>Guest Services Supervisor</u></b>	No. of Vacancy(ies): <b><u>2</u></b>												
Job Duties : <b><u>-to carry out all check-in and check-out procedures in an effective and efficient way;</u></b> <b><u>-to provide quality services and handle guests' enquiries;</u></b> <b><u>-to achieve high level of guest satisfactions in a courteous and friendly manner;</u></b> <b><u>-to ensure effective cross-departmental communication in order to handle both guest and operational issues effectively and efficiently</u></b>													
Contract of Employment : Full-time													
Work Place: Butterfly Hotel (Tsim Sha Tsui, Sheung Wan, Central, Causeway Bay)													
Working days : 5 working days per week, shift holiday, shift work, 10 hours per day (including 1 hour meal break)													
Basic Salary : <b><u>HK\$ negotiable per month</u></b> Other benefit(s)/allowance(s) : 5-day work week (no. of rest days per month ranging from 8-10 days), Meal allowance, discretionary bonus, medical insurance, marriage leave, compassionate leave, training & development, team building activities and recreational activities, etc.													
Required Education : Diploma/Certificate													
Working Experience : minimum 3 years hotel front office experience													
Language Requirement : <table style="margin-left: 20px;"> <tr> <td colspan="2"><b><u>Ability to Listen &amp; Speak</u></b></td> <td colspan="2"><b><u>Ability to Read &amp; Write</u></b></td> </tr> <tr> <td>Cantonese</td> <td><input checked="" type="checkbox"/> Fluent</td> <td>English</td> <td><input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English</td> <td><input checked="" type="checkbox"/> Fluent</td> <td>Chinese</td> <td><input checked="" type="checkbox"/> Nil</td> </tr> </table>	<b><u>Ability to Listen &amp; Speak</u></b>		<b><u>Ability to Read &amp; Write</u></b>		Cantonese	<input checked="" type="checkbox"/> Fluent	English	<input checked="" type="checkbox"/> Nil	English	<input checked="" type="checkbox"/> Fluent	Chinese	<input checked="" type="checkbox"/> Nil	
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Cantonese	<input checked="" type="checkbox"/> Fluent	English	<input checked="" type="checkbox"/> Nil										
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Other Entry Requirements: -pleasant, detail-minded, customer oriented with excellent interpersonal skills -good command of both spoken and written English and Chinese													

Job Title : 2) <b><u>Guest Services Officer/Senior Guest Services Officer</u></b>	No. of Vacancy(ies): <b><u>2</u></b>						
Job Duties : <b><u>-to carry out all check-in and check-out procedures in an effective and efficient way;</u></b> <b><u>-to provide quality services and handle guests' enquiries;</u></b> <b><u>-to achieve high level of guest satisfactions in a courteous and friendly manner;</u></b> <b><u>-to ensure effective cross-departmental communication in order to handle both guest and operational issues effectively and efficiently</u></b>							
Contract of Employment : Full-time							
Work Place: Butterfly Hotel (Tsim Sha Tsui, Sheung Wan, Central, Causeway Bay)							
Working days : 5 working days per week, shift holiday, shift work, 10 hours per day (including 1 hour meal break)							
Basic Salary : <b><u>HK\$ negotiable per month</u></b> Other benefit(s)/allowance(s) : 5-day work week (no. of rest days per month ranging from 8-10 days), Meal allowance, discretionary bonus, medical insurance, marriage leave, compassionate leave, training & development, team building activities and recreational activities, etc.							
Required Education : Diploma/Certificate							
Working Experience : Nil							
Language Requirement : <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><b><u>Ability to Listen &amp; Speak</u></b></td> <td style="text-align: center;"><b><u>Ability to Read &amp; Write</u></b></td> </tr> <tr> <td><b>Cantonese</b>    <input checked="" type="checkbox"/> <b>Fluent</b></td> <td><b>English</b>        <input checked="" type="checkbox"/> <b>Nil</b></td> </tr> <tr> <td><b>English</b>        <input checked="" type="checkbox"/> <b>Fluent</b></td> <td><b>Chinese</b>        <input checked="" type="checkbox"/> <b>Nil</b></td> </tr> </table>	<b><u>Ability to Listen &amp; Speak</u></b>	<b><u>Ability to Read &amp; Write</u></b>	<b>Cantonese</b> <input checked="" type="checkbox"/> <b>Fluent</b>	<b>English</b> <input checked="" type="checkbox"/> <b>Nil</b>	<b>English</b> <input checked="" type="checkbox"/> <b>Fluent</b>	<b>Chinese</b> <input checked="" type="checkbox"/> <b>Nil</b>	
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Other Entry Requirements: -pleasant, detail-minded, customer oriented with excellent interpersonal skills -good command of both spoken and written English and Chinese							

Job Title : 3) Part Time <b><u>Guest Services Officer/Senior Guest Services Officer</u></b>	No. of Vacancy(ies): <b><u>2</u></b>									
Job Duties : <b><u>-to carry out all check-in and check-out procedures in an effective and efficient way;</u></b> <b><u>-to provide quality services and handle guests' enquiries;</u></b> <b><u>-to achieve high level of guest satisfactions in a courteous and friendly manner;</u></b> <b><u>-to ensure effective cross-departmental communication in order to handle both guest and operational issues effectively and efficiently</u></b>										
Contract of Employment : Part-time										
Work Place: Butterfly Hotel (Tsim Sha Tsui, Sheung Wan, Central, Causeway Bay)										
Working days : 5 working days per week, 10 hours per day (including 1 hour meal break)										
Basic Salary : <b><u>HK\$ negotiable per month</u></b>										
Other benefit(s)/allowance(s) : 5-day work week (no. of rest days per month ranging from 8-10 days), Meal allowance, discretionary bonus, medical insurance, marriage leave, compassionate leave, training & development, team building activities and recreational activities, etc.										
Required Education : Diploma/Certificate										
Working Experience : Nil										
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Other Entry Requirements: -pleasant, detail-minded, customer oriented with excellent interpersonal skills -good command of both spoken and written English and Chinese										

### **Part III: Job Application Method**

Applicants can apply the vacancy by:  <input checked="" type="checkbox"/> Send the resume to HR&Admin Dept at * E-mail * <u>_____recruit@butterflyhk.com_____</u>
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Posting date until: **2/1/2019**