



英皇娛樂酒店
Grand Emperor Hotel

Receptionist

Job Description:

1. Greet and welcome guest when approaching to the counter;
2. Provide accurate ferry ticket information to guest;
3. Issue ferry tickets as per guest's requirement under rules and conditions of Company;
4. Prepare bills and settle payments;
5. Copy, file and maintain paper or electronic documents and records;
6. Handle incoming and outgoing calls or emails.

Requirement:

1. High school diploma or equivalent;
2. Strong customer service skills;
3. Excellent communication skills and interpersonal skills;
4. Strong working knowledge of Microsoft Office Programs.
5. Related working experience is an advantage.

We offer an attractive remuneration package and career opportunities to the successful candidate. Interested parties, please send your full resume to Human Resources Department, Grand Emperor Hotel, No. 288 Av. Commercial de Macau or e-mail to hr@grandemperor.com

. * Information provided will be for the purpose of recruitment only *