



THE EMPEROR HOTEL

英皇駿景酒店

## Front Office Supervisor

### Job Description:

1. Responsibilities for the daily operations of Front Desk and all related Guest Services, including enquiries and greeting & serving hotel guests
2. Ensure provide the high quality of hotel services standard
3. Conduct on-the-job training to Front Office Staff
4. Handle emergency case and Complaint
5. Handle other ad-hoc duties as required

### Requirement:

1. Diploma holder or above in Hospitality Management is preferred
2. Minimum 3 years of relevant experiences
3. Service-oriented, hardworking and able to work independently
4. Good command of both spoken and written in Chinese, English and Putonghua
5. Overnight shift is required

We offer an attractive remuneration package and career opportunities to the successful candidate. Interested parties, please send your full resume to Human Resources Department, 46-48 Morrison Hill Road, Causeway Bay or e-mail to [hr-hk@emperorhg.com](mailto:hr-hk@emperorhg.com)

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