**Job Details 工作内容**

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| --- | --- |
| Company Name: 公司名字 |  |
| Company’s website: 网址 |  |
| Working location: 工作地点 | TBC |
| Job title: 职位 | Front desk officer |
| Monthly Basic salary: 底薪 (44hs) | $1300 |
| Monthly Commission: 抽成 |  |
| Other allowance: 其他津贴 | $400 (Fixed allowance) |
| Estimated Total Salary:  每月平均总收入 （**仅作为参考，加班还是由公司情况决定**） | $1700 |
| Working hours per week:工作小时 | 6 days, 44 hours per week, rostered shift |
| Special Requirement (Eg.Attire…)  服装要求 | Uniform provided |
| Accommodation or Housing Allowance: 住宿津贴 | N/A |
| Free Meal Duty or Allowance:  膳食津贴 | Yes |
| Job Responsibilities:  工作内容 | * To provide the highest level of service to promote customer satisfaction / retention while optimizing booking opportunities. * Attend to Guest enquiries with pleasant manner, assist with guest complains as well * Up-sell whenever possible to maximize on occupancy and revenues. * Perform check in and check out * Work closely with all departments in hotel, and able to follow instruction well * Other ad hoc duties |
| Additional Remarks:  注明 | * Well groomed * Pleasant personality |

**Recruitment Needs 招聘数量**

|  |  |
| --- | --- |
| No. of vacancy available: 职缺 | 3 |
| Gender: 性别 | female and male |
| Marital status: 婚姻情况 | N/A |
| Age requirement: 年龄要求 | 20 and above |
| Nationality: 国籍 | Korean |
| Education Level: 学历水平 | Diploma in relevant studies |
| Language proficiency: 语言要求 | English |
| Other Skills Required:  其他技术要求 |  |

***Order\* (For MY/TW/KOR only)***