Receptionist

Job Duties

• Handling incoming calls and e-mail enquiries
• Greeting guests in a professional manner
• Coordinate the booking arrangement of club house activities
• Provide cashier operation in front desk and administrative support
• Maintenance of member database
• Provide general front desk support
• Operate standard office equipment other than computers

Requirements

• High Diploma or above in Business Administration or Hotel and Catering Management
• At least 1 year relevant working experience
• Customer-oriented and good telephone manner
• Able to work under pressure and self-motivated
• Cheerful personality with good interpersonal & communication skills
• Good command of spoken English and Cantonese
• Fresh graduate will also be considered
• Shift duty is required