

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