



MACAU GOVERNMENT TOURIST OFFICE

Public Relations Officer

Job Descriptions

- Responsible for the Macau Government Tourist Office's Information Counter at Shun Tak Center / Hong Kong International Airport
- Provide customer service
- Handle tourist inquiries and complaints in a courteous manner
- Handle administrative work
- Work on shift

Requirements

- Diploma or above in Tourism / Hospitality / Hotel Management
- Good command of written and spoken English and Chinese including Mandarin
- Knowledge of Microsoft Word and Excel
- 1-2 years working experience in Tourism / Hotel Industry is preferable
- Good customer service and interpersonal skills

Offer

- Salary range: HKD11,000 - HKD15,000 with 14 months' salary per year after completing 1 year contract
- 36 working hours per week
- 22 days annual leave plus benefits after completing 1 year contract

Interested candidates, please send full resume with qualifications, employment history, email address and contact phone number to

**Macau Government Tourist Office
Alameda Dr. Carlos d'Assumpção, no. 335-341,
Edf. "Hot Line", 12 andar, Macau**

before 28 July 2008 with the application marked "Recruitment for Hong Kong Information Counter"

Data collected will be used for recruitment purposes only. Candidates not contacted within eight weeks should consider their application unsuccessful