



**救世軍** 港澳地域  
**The Salvation Army**  
Hong Kong and Macau Territory

This job advertisement is available in English only.

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如有查詢，請電郵至

[HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org)

The Salvation Army is an international Christian church and charity working in 134 countries and areas and has been serving Hong Kong for over 90 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

Qualified persons are invited to apply for the following position:

**Guest Services Officer**  
**Booth Lodge**  
**(Ref: GSO/BL/08-23)**

**RESPONSIBILITIES**

- Assist the Operations Manager and Guest Services Supervisor to manage Front Office operations to provide excellent customer services.
- Manage guests' check-ins and check-outs and to ensure that it is up to standards.
- Tally bills and take payments.
- Handle guest enquiries and complaints, and report accordingly.
- Perform any legitimate duties assigned by superior(s).

**REQUIREMENTS**

- Understanding of the Christian faith, values and ethos of The Salvation Army.
- Five subjects pass in HKCEE/HKDSE including English & Chinese.
- Minimum 1 years' working experience in front desk operations.
- Knowledge of PMS, Oasis is preferred.
- Good command of both written and spoken English and Chinese, including Putonghau.
- Service-oriented with good interpersonal and communications skills.
- Self-motivated, attentive to details and ability to work independently.
- Shift work is required.
- Immediate availability is preferred.

**Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Human Resources Manager, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number **(Ref: GSO/BL/08-23)** on the envelope or email to [HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org).

*All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.*