



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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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.

We are now inviting high caliber professionals to apply for the following position:

Sales & Reservation Officer
Booth Lodge
(Ref: SRO/BL/07-23)

RESPONSIBILITIES

- Be responsible for all reservations and room sales to meet the sales target of the Lodge;
- Prepare sales reports, maintain systematic records;
- Conduct market research, prepare competitors' room sales model and pricing report, propose promotional strategy and room rates for supervisor;
- Handle customer inquiries, requests and complaints;
- Maintain good relations with travel agents and online booking agents, occasional visits travel agencies may be required;
- Provide administrative and budgeting support;
- Perform any other legitimate duties assigned by the superior.

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army;
- Five subjects pass including English ("Syllabus B" before 2007) and Chinese at Level 2 / Grade E, or above in HKCEE;
- Diploma in hospitality/hotel management or equivalent in related discipline preferable;
- Minimum 1 year's relevant working experience being in the hotel industry is an advantage;
- Experience in social media and online publishing is required;
- Good command of PMS (Oasis) is preferred;
- Proficient in Microsoft Office applications;
- Good command of both written and spoken English and Chinese, including Putonghua;
- Customer-orientated and possess good problem-solving skills, communication and interpersonal skills.

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 Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number **(SRO/BL/07-23)** on the envelope or email to hrd.recruit@hkm.salvationarmy.org

All information provided will be treated in strictest confidence & used for recruitment purpose only. Applicants not contacted within 3 months may consider their applications unsuccessful. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.