



EAST, Hong Kong, from Swire Hotels, is a stylishly designed lifestyle hotel in Taikoo Shing. We are currently seeking a creative, presentable and self-motivated individual with a fun and positive personality to join our team.

+ Position Title: Guest Experience Intern - Host

+ Duties and Responsibilities:

- + Responsible for Concierge & Bell Services operations, including handling luggage, welcoming guests and assisting arriving & departing guests at the main entrance

+ Do you have the following?

- + Positive, highly flexible and a strong team player
- + Dynamic and outgoing personality with strong communication and interpersonal skills
- + Detail-oriented, independent and diligent
- + Excellent command of both written and spoken English and Cantonese, proficiency in Putonghua would be a definite advantage

Want to be one of us? Please send us your CV at karrypoon@swirehotels.com

Please contact Karry at + 852 3968 3489 if you have any enquiries.



EAST, Hong Kong, from Swire Hotels, is a stylishly designed lifestyle hotel in Taikoo Shing. We are currently seeking a creative, presentable and self-motivated individual with a fun and positive personality to join our team.

+ Position Title: Restaurant & Bar Intern - Sugar

+ Purpose of Job:

- + Provide efficient and courteous up to standard food and beverage services
- + Prepare the bar for service

+ Duties and Responsibilities:

- + Control the quality of food and beverage served
- + Handle guest complaints by notifying senior team member
- + Work in a section of the restaurant (including runner and room service) and bar under the direct supervision of a team leader or captain
- + To demonstrate a high standard of personal appearance, always wearing the full and correct uniform and ensuring good personal hygiene both for self and team
- + Take good care of all operating equipment to ensure a minimum of breakage and damages
- + Take responsibility for overall cleanliness and tidiness of the restaurant
- + To ensure all customer contact is handled politely and efficiently, ascertaining and accurately meets their needs
- + Perform any other reasonable duties as required by management from time to time

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+ Position Title: Restaurant & Bar Intern - Feast

+ Purpose of Job:

- + Provide efficient and courteous up to standard food and beverage services
- + Prepare the restaurant for service

+ Duties and Responsibilities:

- + Control the quality of food and beverage served
- + Handle guest complaints by notifying senior team member
- + Work in a section of the restaurant (including runner and room service) and bar under the direct supervision of a team leader or captain
- + To demonstrate a high standard of personal appearance, always wearing the full and correct uniform and ensuring good personal hygiene both for self and team
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+ Position Title: People Development Intern

+ Purpose of Job:

+ Assist with full spectrum of Human Resources functions

+ Duties and Responsibilities:

- + Involve in our recruitment progress, e.g. handling job advertisement, screening applications, arranging interviews and assisting group interviews etc.
- + Manage administration on Learning & Development, e.g. taking care of workshop arrangement and logistics, facilitating induction program etc.
- + Handle team members' enquiries
- + Organize and promote team activities/ gatherings
- + Take up and in-charge of any ad-hoc projects/ events as required

+ Do you have the following?

- + Positive, flexible, creative, presentable and a strong team player
- + Excellent command of both written and spoken English and Cantonese
- + Proficient in MS Office and Chinese Word processing
- + Knowledge in Photoshop and video editing software would be an advantage

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