



香港仔坊會  
AKA

職位空缺編號：**AK1812018**

僱主名稱：4ward Fitness Limited

職位空缺名稱：Receptionist

行業：健身中心

工作時間：每星期工作 6 天，每天工作 9 小時，輪休

薪酬：月薪\$13,000

工作地區：油尖旺區

資歷：  
-Service-oriented with sound knowledge in front desk operation  
-Self-motivated, independent, strong interpersonal and communications skills  
-Good command of both written and spoken Cantonese, English and Mandarin  
-Fresh graduate will also be considered  
-Immediate available is highly preferred

職責：  
-Process all check-in and check-out procedures in an effective and efficient way  
-To achieve the high level of guests satisfaction with courteous and friendly manner  
-To handle other daily departmental operation issues

備註：有薪年假、強積金、醫療、勞工假

職位空缺：3