

New World Facilities Management Company Limited

Established in 2009, New World Facilities Management Company Ltd. (“NWFM”) is the management company of Youth Square. Located in the proximity of MTR Chai Wan Station, Youth Square strives to become the focal point of Hong Kong’s territory wide youth development activities.

Youth Square adopted an innovative spatial design to reflect a new generation’s identity. Youth Square comprises a wide range of facilities such as theatre, studio, multi-purpose area, hostel, retail shops and offices.

NWFM is inviting candidates with the right caliber to join our team.

Executive, Account Services (Venue Operations)

Responsibilities:

- Provide full range of account services on venue promotion and rental
- Handle venue booking enquiry, sales and booking of venues and after sales services
- Maintain smooth operation of the performing venue
- Provide operation and event support during performance
- Handle ad hoc tasks as assigned

Requirements:

- Higher Diploma or above in business management, event / venue management or related discipline
- More than 1 year’s experience in sales & operation of venue, event management, customer service and front-of-house service
- Previous exposure in the public sector or non-profit making organization is an added advantage
- Customer-oriented with good interpersonal and communication skills
- Proficient in written and spoken English and Chinese
- Require to work on shift according to the duty roster including weekends and public holidays

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with expected salary to Human Resources Department, New World Facilities Management Company Limited, Room 706, 7/F, Youth Square,

238 Chai Wan Road, Chai Wan, Hong Kong or send email to resume@youthsquare.hk.

For details of the company, please visit website www.nwfm.com.hk

Personal data collected will be used for recruitment purpose only. All collected information will be kept on our files for 12 months.