

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 calibre to join our team.

Customer Services Coordinator/Executive

Responsibilities:

- Handle daily operation of URTIX ticketing counter and hotline system
- Handle booking of multi-purpose areas/room, customer feedback, enquiry, complaints and after sales services etc
- Provide administration support such as preparing of sales report, incident log, booking application and etc.
- Handle ad hoc tasks as assigned

Requirements:

- Diploma/Associate Degree/Degree in event management, venue management, business management or related discipline
- At least 1 year' experience preferred (candidates with less experience will also be considered) in customer services, front-of-house services, event management and venue sales & operation
- Previous exposure in the public sector or non-profit making organization is an added advantage
- Highly organized customer service professional with analytical mind, good interpersonal, communication and leadership skills
- 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 by email.

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.