

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.

Assistant Manager, Hostel (Contract)

Responsibilities

- Oversees and formulate sales and operational strategies to achieve company KPI
- Play a key role in various Hostel projects including but not limited to hostel renovation, system upgrade, process review, etc.
- Maximize hostel revenue and utilization by youth through effective yield management
- Oversee operations of the Guest Services and Housekeeping
- Prepare operational budget, management analysis and monitor operating costs to ensure effective utilization of resources
- Implement and monitor guest service recovery program in case of guest complaint or service shortfall
- Conduct inspection for both front-of-house and back-of-house areas of Hostel to ensure cleanliness, tidiness, safety and hygiene of these areas are well-maintained
- Compile management report and analysis for regular or ad hoc submission
- Handle emergency Operation

Requirements

- University degree in Hotel / Tourism Management / Management or other related disciplines
- 8 years hotel or hostel working experience with 3 years supervisory experience
- Proficiency in Opera, PMS, SiteMinder and MS Office Application.
- Excellent command of oral and written English, Cantonese and Putonghua
- Strong team leadership with high level of responsibility and initiative
- Customer-oriented, well-organized with excellent interpersonal skills

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume **quoting job reference number** with **expected salary** to Human Resources and Administration Department, New World Facilities Management Company Limited by clicking https://www.youthsquare.hk/join_us/558/apply

For details of the company, please visit website <http://www.nwfm.com.hk/>

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