

Internal Vacancy - Front Desk Casual Position

Effective: 23rd September 2019

[Application deadline: 15th September 2019](#)

Front Desk Casual Position provides assistance during the open hours at the Centre:

- 16:15 – 18:15 on working days;
- 08:30 – 15:30 on weekends.

Responsibilities include but not limited to:

- Fitness Room/Swimming Pool registration
- Locker key (changing room) management
- Operating switchboard and taking messages
- Visitor welcome services and message-taking
- Weekly Bulletin translation (English to Chinese) as per needs

Allowance payable:

- RMB300 per week for duty on working days;
- RMB250 per day for duty on weekends;
- RMB150 per week for Weekly Bulletin translation.

If you wish to apply, please send me an email.

Holly Wang