



大眾安全
GENERAL
SECURITY

A Member of FSE Lifestyle

General Security Group is a fully owned subsidiary of FSE Lifestyle Services Limited (stock code: 0331.HK), which is a listed company in the Hong Kong Stock Exchange. To cope with our rapid expansion, we invite high caliber candidates to join with us.

Concierge Service – Kowloon Station

Remuneration

Residential Estate, Kowloon Station :

Assistant Officer	HK\$17,250.-	(9 hours includes meal-break)
Officer	HK\$17,780.-	(9 hours includes meal-break)
Senior Officer	HK\$18,300.-	(9 hours includes meal-break)

Job Description

- Handle routine operations of property management and provide guest services to residents;
- Handle complaints and enquiries and resolve service issues in a professional manner;
- Provide administrative and clerical supports;
- 9 hours working per day;
- Any other duties reasonably directed by your superiors.

Requirements

- Form 5 / Secondary 6 graduated in HKCEE / DSE or equivalent;
- Holding of valid **Security Personnel Permit** and **QAS qualification**.
- Minimum 1 year relevant working experience in security or property or hospitality or guest service industry preferred;
- Self-motivated and capable to communicate in English, Cantonese and basic Putonghua;
- High standard of personal integrity and reliability;
- Be customer-oriented;
- Immediate availability is highly preferred.

Interested parties please send your resume together with the date available to

By mail :- Human Resources Department, Unit 1, 7/F, Kai Fuk Industrial Centre,
1 Wang Tung Street, Kowloon Bay, HK.

By fax :- 2405 0323 or 2707 0777

By email :- chrishyho@generalsecurity.com.hk

(Candidates who are not invited for interview within 2 months, their application may be considered as unsuccessful and all personal data will be destroyed within 6 months.)