



The Aberdeen Boat Club is located in Wong Chuk Hang (MTR exit B- 8 mins walk), South HK Island, and provides recreational and competitive sea-based activities with a second clubhouse located on Middle Island. We are now seeking a high caliber individual for the role of Front Desk Club Assistant.

## Front Desk Club Assistant (5-days work)

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### *Job Responsibilities*

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- Greet and direct all members and their guests from the reception area
  - Handle all reservations and make sure they are recorded and directed to the appropriate department on a timely basis
  - Answer and connect all incoming telephone calls and emails
  - Receive all messages from the reciprocal partner clubs, social media and distribute them to the relevant parties or members
  - Check, update, amend and upload all posters on Club's digital signages
  - Run and promote Club's boutique shop
  - To be fully familiar with all Club's facilities, opening/closing hours, and participate in the Club's special events and activities
  - Assist all other departments in administration work upon confirmation from the Supervisor
  - To be responsible for all data entry and book-keeping of the Club
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### *Requirements*

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- Form 5 or above – diploma/certificate holder in hospitality management or graphic design or digital marketing preferred
- Good command of Chinese and English is required with additional language skills an advantage
- Presentable and approachable with a strong inter-personal communication skill
- Minimum 1 year work experience in reception or front desk or client facing role
- Able to work flexible hours during weekends and public holidays
- Good command of Microsoft Office including Word, Excel, PowerPoint and practical knowledge of social media postings
- Strong organisational skills and multi-tasking
- Immediate availability is highly preferable

We offer an attractive compensation package for the right candidate. Interested parties, please send us your full resume with latest salary, expected salary and availability to [genman@abclubhk.com](mailto:genman@abclubhk.com). Please note that only short-listed candidates will be contacted for the interview.

We are an equal opportunity employer. All appointments are based on the candidates past working experience, competencies, and qualifications - regardless of their gender, age, race, disability, religion, marital or sexual status.