

Customer Services Officer (HAGSL/OP/CSO/HKU)

(Application for the position open all year round)

Job Responsibilities:

- Assist Supervisor, Customer Services immediately once major flight disruption / creeping delay develops and submit handling reports;
- Perform ground handling services, including check-in, boarding gate and arrival duties;
- Attend monthly meetings with supervisor for operational briefing and review the handling procedures;
- Meet and assist VIPs on departure and arrival;
- Assist to Superior for flight editing and monitor to seating control;
- Assist desk duty for telex reading and phone enquiry.

Requirement:

- Interesting to work in airport operations and customer service field;
- No relevant experiences will also be considered;
- Good command of spoken English and Cantonese, and Mandarin;
- Proficiency in PC operations, e.g. MS Excel and MS Word;
- Willing to take shift duties;
- Immediate available is preferred.

We will offer an attractive employment package such as:

- **4-weeks comprehensive and structured training**
- **Paid Annual Leave**
- **Overtime Allowance**
- **Transportation Allowance**
- **Shift Allowance**
- **Referral Bonus**
- **Medical & Dental Insurance**
- **Travel Ticket Benefit**

We offer an attractive employment package including free travel privilege* and staff training & development to successful candidates. For interested parties, please send your full resume with availability, current and expected salary to **Human Resources Manager, Hong Kong Aviation Ground Services Limited by e-mail: hr.recruit@hagsl.com (with**

position applying for and reference number quoted in the subject). We are also welcome for sending your full name and interest position by WhatsApp at **90278119**.

Please download and bring along the completed Employment Application Form after interview appointment has been made.

To understand more of our company and other vacancies, please visit our website at <http://hagsl.com/index.php/en/careers>

*Hong Kong Aviation Ground Services Limited is an Equal Opportunities Employer.
Personal data provided by job applicants will be used strictly in accordance with our
personal data policy and for recruitment purposes only.*

*Candidates not notified within four weeks may consider their application unsuccessful.
All related information will be kept in our file for up to 12 months.*

Customer Services Ambassador (Part-time)

(HAGSL/OP-CSA/PT/HKU)

(Application for the position open all year round)

Responsibilities:

- Assist to passenger to use self-check-in machine (CUSS)
- Monitor the queue comber
- Assist passenger to take the shuttle bus at ramp area
- Answer to passenger's enquiries
- Assist to counter supervisor for ad-hoc duties

Requirement:

- No relevant experiences will also be considered
- Good command of spoken English and Cantonese, and Mandarin
- Proficiency in PC operations, e.g. MS Excel and MS Word
- Willing to take shift duties (06:30 to 23:30)
- Immediate available is preferred

Salary:

- \$45 per hours

Working Location:

- HK International Airport

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