

1) Property Officer Trainee (Management)

Do you have a right profile?

- Bachelor's Degree in all disciplines, with advantages in Housing Studies, Real Estates, Property Management or related disciplines
- Applicants with less than 2 years' full time working experiences will be considered
- Strong interest to develop a career in property management industry
- Excellent command in both Chinese and English
- Good presentation and interpersonal skills
- Proactive, outgoing, creative, enjoy team work, eager to take up challenges
- With high flexibility and mobility

We will offer a Comprehensive Training Program under intensive coaching and attachment with relocation for job enrichment purpose. You will participate in:

- 1-year intensive rotation program
- Cross-site rotation & learning exposure
- Mentoring scheme
- Management & professional job skills training workshops
- Action learning projects
- Corporate events & functions

Application deadline: 11 May 2019

2) Customer Service Officer (Full-time/Part-time)

What will you do?

- ✓ Assist to manage the Customer Care Counter in shopping center, duties include handling enquires of shoppers and visitors, gifts redemption, parking administration and relevant duties in counter
- ✓ Support promotional activities and daily operations of property
- ✓ Perform ad hoc duties assigned from management services office

Do you have a right profile?

- ✓ Diploma or above in all disciplines
- ✓ Pleasant personality and service-oriented
- ✓ Good presentation and interpersonal skills
- ✓ Able to work under pressure and work independently
- ✓ Fluent in spoken English, Cantonese and Mandarin are necessary
- ✓ Working at SHKP commercial investment properties

- ✓ Fresh graduate will also be considered

Less experience candidate may be considered for **Assistant Customer Service Officer**.

3) Summer Internship Program (2–3 months: Jun – Aug 2019)

What will you do?

- ✓ Support different aspects of onsite property management
- ✓ Perform ad hoc duties assigned from management services office

Do you have a right profile?

- ✓ Undergraduate students of any disciplines
- ✓ Proficient in MS Office and computer programming
- ✓ Good command of written / spoken English, Cantonese and Mandarin