

公司名稱 / Company Name: MSS Recruitment , hello-jobs.com

序號 Ref.	職位名稱 Position	所屬部門 Department	空缺數量 No. of Vacancy	招聘目標 (請點選列表) Target (Select from the list)	工作簡介 (如適用) Job description (if applicable)
1	HR & Admin Executive	Admin	1	本地學生 / local students	
2	Marketing Executive	Marketing	1	本地學生 / local students	
3	Copywriter	Marketing	1	本地學生 / local students	
4	Event Officer	Marketing	1	本地學生 / local students	
5	Business Development Executive	Marketing	1	本地學生 / local students	
6	Graphic Designer	Design	1	本地學生 / local students	
7	Accounting Officer				Client
8	Assistant/ Customer Service Executive				Client
9	Assistant/ Marketing Service Executive				Client
10	Data Center Operation Assistant				Client
11	Corporate/ Prepaid Sales Executive				Client
12	Retail Sales Representative				Client
13	Full time Clerk				Client
14	Part time Assistant/ Promoter				Client
15	Marketing and Communications Officer 市場傳訊主任				Client
16	Guest Relations Officer 客戶服務主任				Client
17	Reservation Agent 訂房部文員				Client
18	Secretary 秘書				Client
19	Telephone Operator 電話接線員				Client
20	Club Sofitel Agent 商務樓層服務員				Client
21	Floor Captain 樓層領班				Client
22	行政主任				Client
23	高級督導員/督導員				Client
24	高級文員/文員				Client
25	庶務				Client

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26	Commercial Assistant				Client
27	Call Center Customer Service Officer				Client
28	餐廳見習經理				Client
29	物業代表 Real Estate Representative				Client
30	全職/兼職餐廳員工 (生產品管團隊)				Client
31	全職/兼職餐廳員工 (顧客服務團隊)				Client
32	兼職人力資源部文員 Part-Time HR Clerk				Client