

**Details of Recruitment**

Name of Position : Guest Service Agent

Department : Front Office

Nature of employment : Be an ambassador of HGI Brighthearted Services to deliver full set front desk service to hotel guests

No. of Vacancy : One (1)

**Job Description:**

- Ensure room guests to have prompt and courteous check in and check out services;
- Actively promote hotel service and facilities to maximize guest satisfaction and hotel revenue;
- Handles and record guests' luggage in a safe and secure manner;
- Provide quality services and handle guests' inquiries;
- Promote Hilton Honors Membership Program to guest

**Application:**

Please apply with full resume to Human Resources Department by email [hkgms\\_hr@hilton.com](mailto:hkgms_hr@hilton.com) or via WhatsApp 5236 6957.

For any inquiries, please contact our Assistant Human Resources Manager Ms. Yan Nip at 2202 3616 for assistance.