



Job Description

Title: Administrative Staff (Procurement)

Description

The Seasons, MUST Training Restaurant is a purpose-built facility to support the academic programs of MUST, especially for the new Bachelor Degree of Food and Beverage Management in the Faculty of Hospitality and Tourism Management. It is a training ground for students in both majors: Culinary Art (CA), and Restaurant Management (RM). We are now recruiting the full time staff to join our team.

Qualifications:

1. With a Bachelor degree in administration or relevant area.
2. With One years or more experience of administrative work prefer.
3. With good command of written and spoken Chinese and English.
4. Familiar with MS Word, Excel and other software applications.
5. Strong ability in organization and coordination.
6. With a serious work attitude, attentive to details, communicative, teamwork-spirited and able to work independently.