

## **Job Title: Venue Services Officer**

### **Responsibilities:**

- Assures the quality of the property portfolio (venue, office and retail) is maintained to standard levels
- Conducts regular operational reviews for preventive maintenance
- Implements operational strategies that attain or exceed guests' expectations
- Sets operational goals and provides guidance to the team; resolves operational issues and problems
- Ensures resource assignment, work allocation, training development and performance assessment are completed in a timely manner
- Provides support to the Venue Services Team, ensuring a smooth daily operation
- Establishes a rapport with guests and resolve all guests' complaints and concerns

### **Requirements:**

- Diploma or Degree holder in Business Administration/ Property Management or other related disciplines
- At least 1 year of relevant experience in operations
- Sound knowledge of property or facilities management
- Strong administrative skills along with excellent communication, interpersonal and presentation skills; highly customer-oriented
- Proficient in spoken & written English, Putonghua is also preferred

*Interested parties please send your full resume stating present & expected salary to HR Department by email to [hr@asiaworld-expo.com](mailto:hr@asiaworld-expo.com).*

*Personal data collected will be used for recruitment-related purpose only.*

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