**Internal Vacancy -**

**Front Desk Casual Position**

**Effective 1 April 2018**

**Application deadline: Friday 9 March 2018**

Front Desk Casual Position provides assistance during the open hours at the Centre:

* 16:15 – 18:15 on working days;
* 08:30 – 15:30 on weekends.

Responsibilities include but not limited to:

* Fitness Room/Swimming Pool registration
* Locker key (changing room) management
* Operating switchboard and taking messages
* Visitor welcome services and message-taking

Allowance payable:

* RMB300 per week for duty on working days;
* RMB250 per day for duty on weekends.

If you wish to apply, please submit a brief letter of application to Holly Wang, Human Resources Manager.

Laurie McLellan

Director