



Savills Property Management Limited

Savills has a network of over 600 offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East. We require a high calibre individual to join us for the following position:

EVENT AND CUSTOMER RELATIONS OFFICER (COMMERCIAL BUILDING AT CENTRAL DISTRICT)

We are seeking a proactive and detail-oriented candidate to join our team as Event and Customer Relations Officer in the full range of tasks, including, but not limited to daily operation, exhibition management and front-of-house customer services.

Responsibilities:

- Welcome and support visitors, enhancing their experience through knowledge of in-venue arts and culture events, and local areas.
- Assist in exhibitions and event planning, management and logistics, prepare promotional materials, and coordinate with vendors.
- Maintain excellent relationships and provide outstanding customer service to guests, suppliers, and stakeholders.
- Assist in producing digital content and promotional materials; conduct daily news-clipping for media reports.
- Assist venue hiring processes, including inquiries, proposals, and post-event follow-ups.
- Ensure venue facilities meet safety standards and support the implementation of operational strategies.
- Assist in preparing reports and coordinate with staff and contractors for smooth venue operations.
- To perform clerical work and ad hoc task as required by the Supervisor.

Requirements:

- Higher Diploma or above
- 2-3 years' experience in arts and culture event management, customer service, venue operation, front-of-house service or relevant working experience.
- Attentive to detail, customer-oriented with good interpersonal and communication skill.
- Require to work on shift according to the duty roster including weekends and public holidays.
- Strong command in written and spoken English and Chinese (Cantonese and Mandarin)
- Proficiency in PC and Microsoft Office Suite. Knowledge of visual languages will be a plus.
- Fresh graduates will also be considered.
- Immediate availability is preferred.

We offer attractive remuneration and excellent prospects for the right candidate.
Please apply in writing with full resume and salary expected to:

Savills Property Management Limited
Email: valerie.hc.ho@savills.com.hk

<http://savills.com>
EA Co. Licence: C-002955

*Applications will be treated in strict confidence. Personal data collected will be used for recruitment purpose only.
Applicants not hearing from us within 2 months from the date of application submitted may consider their application unsuccessful.*