

Text Type Analysis: Job advertisement

A job advertisement is a notice in a newspaper or on a web page informing people about job vacancies.



Hillary Hotel

Front Desk Officers

First established in 1987, Hillary Hotel has been working hard with its employees to make the hotel a leading hospitality company in Hong Kong. We are always ready to provide our customers with excellent service. We are now looking for passionate and hard-working candidates to join our team.

Responsibilities:

- ◆ Manage daily operation of the front desk
- ◆ Greet and help guests check in and out
- ◆ Handle reservations and enquiries

Requirements:

- ◆ Degree holder with at least 1 year of relevant work experience
- ◆ Good **command** of spoken Cantonese, English and Mandarin
- ◆ Strong communication and interpersonal skills
- ◆ Outgoing and attentive personality

We offer a competitive salary and benefits package. Salary is negotiable upon interview.

Interested candidates may send your CV to jobs@hillaryhotel.com.hk by 31st June.

Company name

Tell the reader what company issues the advertisement

Job title

State the kind of employee(s) needed

Company background

Tell the reader what the company does, its vision and mission, etc.

Responsibilities

State the job duties

Requirements

State the qualifications, skills and qualities the job requires

Other information

State the benefits, working hours, salary, etc.

Application method

Tell the reader how to apply for the job