



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Retail & Operations Support

**Position Title:** Officer - Tenant Fit-Out Coordination

### Job Description:

- Able to work individually to handle regular or routinized works and requests from Retailers
- Ensure all Retailer's requests are processed in compliance with the company policies or any agreed special terms
- Coordinate with Retailers for all the mandatory documents submission before shop opening e.g. M1, PLI & etc.
- Work closely and effectively with the department managers or various internal departments or contractors on the execution of various operational activities and planning to meet the established goal
- Assist the managers and Superiors for preparing the pre-opening meeting package to ensure the mall operations requirements can be delivered and fulfilled
- Perform any ad hoc duties as required
- Provide administration service to the managers and department includes but not limited to report preparation, making appointment and marketing research
- Provide technical support to the managers for any Retailer's fitting out team's request

### Job Requirement:

- Minimum of 1 year practical experience in retail shop fitting out works; Minimum of 2 years practical experience in retail administration
- Experience in retail operations and mall management is preferred
- Knowledge of office administration
- Good PC skills and proficiency in MS Office
- Ability to maintain a high level of accuracy in preparing and entering information
- Basic Knowledge of the command system in AutoCAD, can modify the retailer's drawing
- Ability to read fitting out drawing and materials

Interested parties, please apply via:

- Email the detailed resume to [careers@sjmresorts.com](mailto:careers@sjmresorts.com)
- Hotline 89820288 / 68827117

The collection of personal data by SJM Resorts, S.A. is solely for employment purposes. Any information submitted by applicants will constitute as consent and authorization for SJM Resorts, S.A. to use the personal data.



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## SJM RESORTS, S.A.

**Department:** Retail & Operations Support

**Position Title:** Cashier

### Job Description:

- Proficient in the Point of Sale (P.O.S.) system, for procedures to process checks and all other transactions
- Make sure all stations have adequate cash and change at all times
- To provide report for all POS related enquiries by management as requested
- Process various payment methods, including cash, credit card and electronic payment etc.
- Identify and communicate anything related issues to management promptly
- Report any deficiencies of equipment and facility

### Job Requirement:

- High school graduated or above
- Good computer skills and familiar with POS system operation and utilization
- Good communication skill in Cantonese and Mandarin, capable to communicate in English is an advantage
- Related working experience is an advantage
- Required to work on shift

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## SJM RESORTS, S.A.

部門單位： 零售租賃及營運部

職位名稱： 收銀員

### 職位內容：

- 熟練銷售系統以用來處理所有交易
- 確保所有收銀台有充足的現金和零錢
- 根據管理層的需求提交與 POS 系統相關的數據
- 處理各種支付方式，包括現金、信用卡和電子支付等
- 及時與管理層溝通問題
- 報告設備和設施的情況

### 職位要求：

- 高中畢業或以上程度
- 良好電腦技巧及熟悉 POS 軟件操作及運用
- 具良好粵語，普通話溝通能力，能用英語溝通者優先
- 具收銀經驗優先
- 需輪班工作

有興趣應徵者，可透過以下方式申請：

- 電郵簡歷到 [careers@sjmresorts.com](mailto:careers@sjmresorts.com)
- 致電人才招募專線 89820288 / 68827117