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nters with shift personnel;

• Proficiency in Chinese and English, both oral and written.

• Customer-oriented attitude, with good interpersonal communication skills.

• Able to work independently and under pressure.

Responsibilities

• Coordinate course enrollment and administrative matters.

• Manage the operation of and allocate shift personnel.

• Allocate rooms and facilities for training purposes.

• Liaise with other departments regarding set-up and maintenance.

• Identify and implement improvements of the training center.

Salary

MOP21,000 to MOP23,400

Publish Date

07/06/2012

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