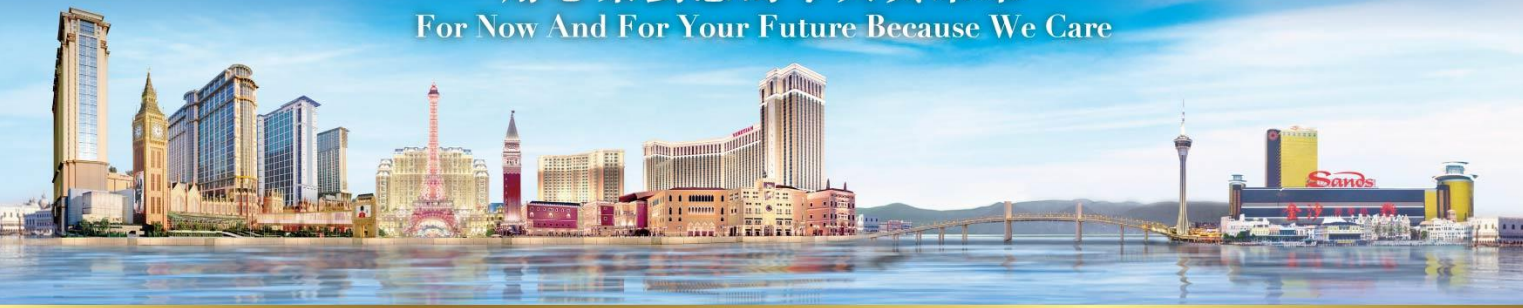


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Mall Management – Duty Manager

Job Descriptions:

- ❖ Exercise “Mall Walk” during or outside office hours (weekends, public holidays or typhoon period, etc.) as to assure retailer’s request is addressed and supported and to monitor retailer’s operations comply with Malls’ rules & regulations
- ❖ Monitor the operations in food courts, especially during weekends and evening to alert both Stewarding, HKSP & Security to adjust their manpower to suit the flow on timely manner
- ❖ Oversee and coordinate Fit Out, R&M and A&A Works within the Mall
- ❖ Ensure urgent supports available to retailers by seeking designated share services teams precisely to ensure both the Mall and relevant shop/visitor will be served with best service at the first instance, and to enable continue of smooth operation of the Mall

Position Requirements:

- ❖ Bachelor degree in Engineering related field is preferred
- ❖ 3 years of facilities management experience preferably in large retail shopping malls or hospitality facilities
- ❖ Experience in maintenance works and familiar with Mall operations and practice, International Standards on the fire services industry
- ❖ Knowledge in engineering design, project execution, site supervision and T&C
- ❖ Possess excellent interpersonal, customer service, communication, team building, and problem solving skills
- ❖ Good command of both spoken and written English and Cantonese

Hotline: 8118 6293

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Marketing Advertising – Manager

Job Descriptions:

- ❖ Manage advertising team to ensure efficiency of creative and communications development process and effectiveness of advertising campaigns
- ❖ Develop and manage the implementation of property brand guidelines and messaging
- ❖ Assure all marketing artworks and messages meet the company brand and regulatory guidelines
- ❖ Lead creative meetings and oversee the production of all brand and advertising materials

Position Requirements:

- ❖ Bachelor degree in Marketing, Communications, Design or related field
- ❖ 3-4 years related working experience
- ❖ Strong project management, analytical and presentation skills
- ❖ Possess knowledge in marketing promotional items and production
- ❖ Excellent written and verbal communication in Cantonese, Mandarin and English

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Marketing Advertising – Executive

Job Descriptions:

- ❖ Assist in the management of the creative and communications development process, and in producing effective advertising campaigns
- ❖ Updating applicable marketing calendars
- ❖ Follow up on all meeting action items and project administrative work
- ❖ Scan artwork layouts for approval submission
- ❖ Ensure all marketing communications adhere to established brand standards and messaging

Position Requirements:

- ❖ Bachelor degree in Marketing, Communications, Design or related field
- ❖ 1 year related working experience
- ❖ Excellent written and verbal communication in Cantonese, Mandarin and English
- ❖ Knowledge of Microsoft Office Suite

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Information Technology – Specialist Command Center

Job Descriptions:

- ❖ Perform trouble shooting on incident escalated from IT Call Center or reported by IT team members
- ❖ Perform system support, configuration, patch installation and upgrades on IT platforms
- ❖ Monitor infrastructure and applications with a 24x7x52 operation
- ❖ Response to alerts, with quick troubleshooting and diagnosing leading to appropriate resolutions or escalations
- ❖ Provide regular updates to senior IT management during critical IT incident

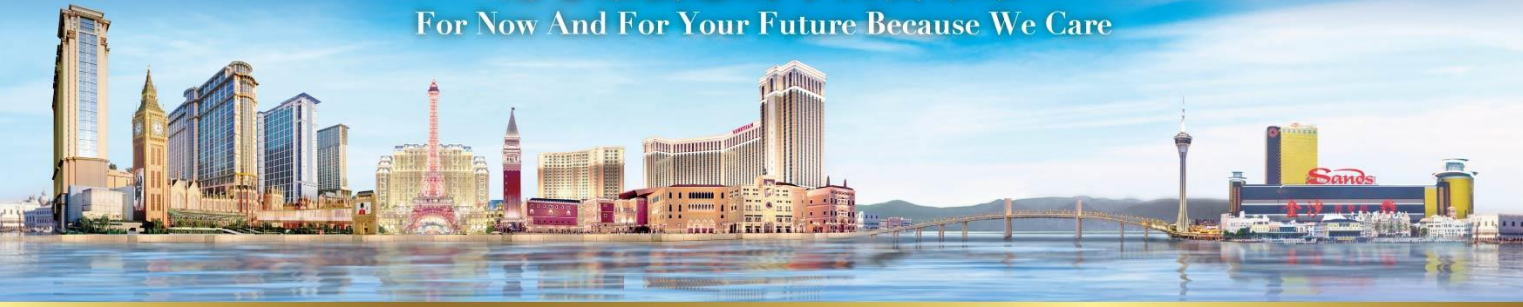
Position Requirements:

- ❖ Bachelor degree in Information Technology
- ❖ 1 – 2 years of relevant experience
- ❖ Technical experience with Windows server and troubleshooting
- ❖ CCNA / H3CSE / MCSE / VMware certifications is a plus
- ❖ Willingness to work overnight and weekends
- ❖ Good command of English and Cantonese

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Information Technology – System Specialist

Job Descriptions:

- ❖ Responsible of implement, maintenance and operation of the premise's infrastructure such as server, storage and operating systems
- ❖ Provide second-level support for infrastructure and system incidents
- ❖ Maintain the infrastructure environment according to standards and guidelines
- ❖ Work with other IT teams, departments & vendors to implement projects
- ❖ Apply capacity management processes to ensure system performance is maintained
- ❖ Proactively monitor performance & take necessary action to communicate and resolve incidents

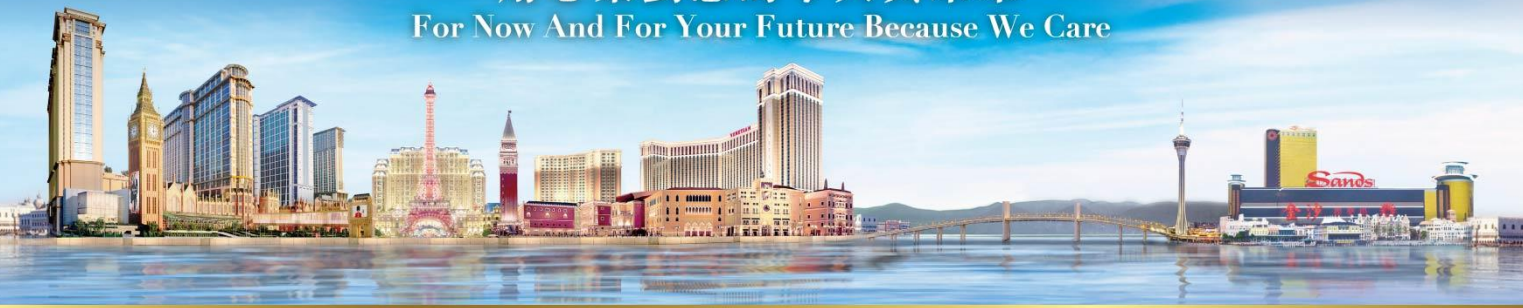
Position Requirements:

- ❖ Bachelor degree in Information Technology
- ❖ Good command of English and Chinese
- ❖ Hands-on experience with system and network support, able to manage complex projects that involves different platforms
- ❖ Knowledge in supporting x86 architecture, infrastructure technology include server, storage, operation system etc.
- ❖ Knowledge of IT operation process, such as ITIL certification
- ❖ Experience with Microsoft Windows Server 2016/2019, RedHat Linux, Active Directory, Exchange Server environments
- ❖ Experience in supporting virtualization platform (VMware vSphere & vCloud Foundation), NAS/SAN Storage environments, Cisco UCS, Mobile Device Management solution

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Information Technology – Analyst Products Management

Job Descriptions:

- ❖ Lead IT enhancement requests and minor projects for Gaming and non-Gaming applications.
- ❖ Create and maintain business requirements, coordinate requirement analysis, and product effort estimates for IT application improvements
- ❖ Collaborate with IT teams, suppliers and contractors to develop and implement IT solutions
- ❖ Provide product knowledge support, communicate with IT Business Engagement Team and align solutions per business requests
- ❖ Ensure effective release management, version control, and compliance with company policies and regulations

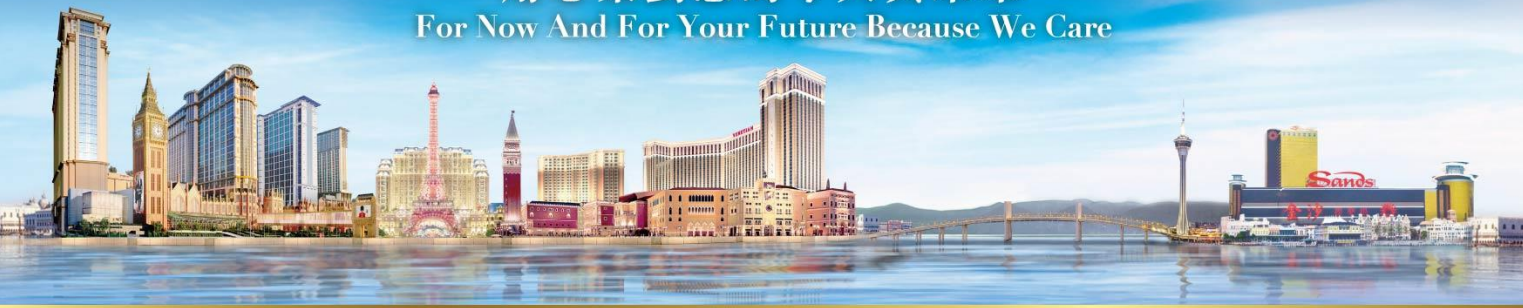
Position Requirements:

- ❖ Bachelor Degree in Information Technology is preferred
- ❖ 1-2 years of related working experience
- ❖ Knowledge in Casino or Hotel operations and background in Development and Project Management is preferred
- ❖ Strong analytical and problem-solving skills in a service-driven organization
- ❖ Good command of English and Cantonese

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Audit Services Group – Internal Auditor

Job Descriptions:

- ❖ Design and execute risk-based audits and consulting activities across enterprise functions
- ❖ Deploy data analytics to enhance audit insights
- ❖ Recommend opportunities for effective governance, risk management and control processes
- ❖ Liaise with external auditors and regulators

Position Requirements:

- ❖ Bachelor Degree in Accounting, Business, Finance or related field
- ❖ 1-2 years of related work experience
- ❖ Certification in (or in the final stages of attainment in) one of the following: CIA, CPA or CISA is preferred
- ❖ Strong verbal and written English communication and presentation skills
- ❖ Must have knowledge of auditing standards, principles and techniques
- ❖ Proficient in MS Office Suite; data analytics tools experience is a plus

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Aviation – Ground Services Specialist

Job Descriptions:

- ❖ Liaise with Aviation scheduling and assist with flight requests and changes. Coordinate with related Departments and service providers
- ❖ Respond to guest enquiries and requests. Deliver quality ground services
- ❖ Ensure accurate information such as passenger manifests, catering requests and flight request forms, and disseminate to the crews and service providers upon confirmation
- ❖ Assist to facilitate aircraft slots. Handle permit requests, hotel booking, catering assistance, travel assistance when necessary
- ❖ Assist to handle associated rentals, ensure that the applicable bills are paid, and utilities are managed and provided

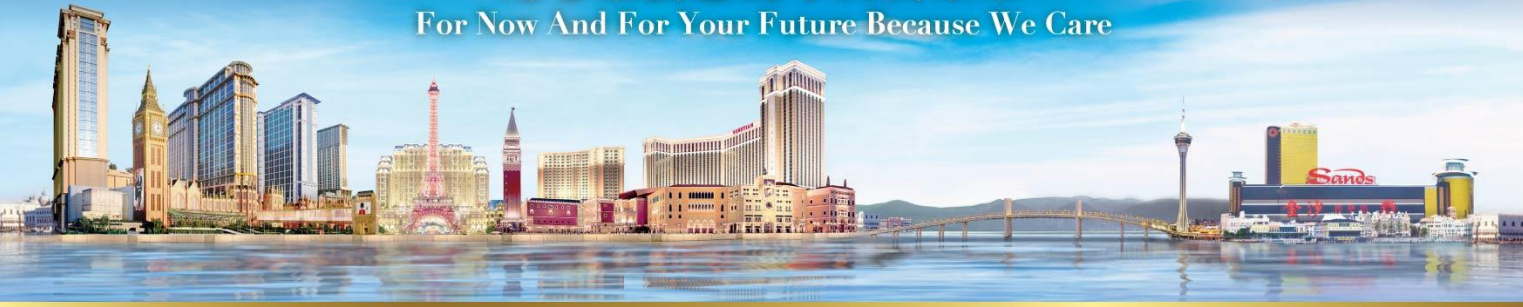
Position Requirements:

- ❖ Bachelor degree in related field preferable
- ❖ 4-5 years of working experience in Aviation related roles
- ❖ Strong command of written and spoken in English, Cantonese and Mandarin
- ❖ Strong communication and interpersonal skills
- ❖ Customer-oriented, professional and well-groomed appearance
- ❖ Ability to thrive in a fast-paced, busy and stressful environment
- ❖ Good Knowledge in Microsoft Office

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Revenue Optimization and Distribution Senior Analyst / Analyst

Job Descriptions:

- ❖ Manage hotel inventory, room rates and occupancy levels in order to maximize hotel profitability and provide regular and ad-hoc analytical reports to different departments for decision making
- ❖ Maintain all relevant reports for all hotel areas regarding room yield programs
- ❖ Manages occupancy and ADR daily both short term and long term to maximize profitability; identify distressed periods and initiate contingency plans
- ❖ Prepare hotel forecast and budget to facilitate hotel operation and identify business opportunities
- ❖ Work to maximize room yield/value through control, rooms availability and training for up-selling
- ❖ Develop and analyze required reports and statistics for driving revenue and profitability
- ❖ Understand and effectively utilize computerized operational systems. Implement and update IT systems as needed. Manage efficiency of all Revenue Management Software

Position Requirements:

- ❖ 2 to 3 years of experience of analytics in marketing, customer data, hospitality or gaming area. Less experience will be considered for Analyst position
- ❖ Bachelor degree in Business, Statistics, Hospitality management or other analytical fields
- ❖ Detail-minded with strong numerical sense and high accuracy
- ❖ Strong analytical skills and data presentation skills
- ❖ Good command of VBA/ SQL/ SAS/ Python or other programming languages preferable
- ❖ Fluent in English and Chinese

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Human Resources Officer

Staffing Services

Position Requirements:

- ❖ Bachelor degree holder
- ❖ Preferable 1 to 2 years related working experience
- ❖ Good command of English, Cantonese and Mandarin
- ❖ Good organizational and interpersonal skills
- ❖ Able to work independently and complete assigned tasks in timely manner

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市場研究及策略部 – 兼職問卷調查員

工作內容:

- ❖ 主動友善地邀請客人並進行問卷調查
- ❖ 協助進行場地考察及線上資料搜集，整理及輸入已收集的資料及數據
- ❖ 定期與上級回報及討論工作進度
- ❖ 提供有關收集數據過程中的反饋，以提高整體問卷調查及研究績效

職位要求:

- ❖ 具良好的人際溝通能力
- ❖ 具有較強的適應能力 (需在戶外及戶內工作)
- ❖ 主動學習和具團隊合作精神，對工作有熱誠、有責任心
- ❖ 能操流利廣東話、普通話，具良好英語能力優先

查詢熱線: 8118 6293

歡迎發送個人履歷至 sclcareer@sands.com.mo