

# **Marketing Department**

## **Senior Manager - Guest Services**

- University graduated or above. Degree in hotel management, equivalent or related field preferred. Minimum 4 years of experience in management.
- Ensure all team members deliver the quality customer services.
- Develop effective customer services programs and customer services training.

## **Manager - Direct Marketing**

- University graduated or above. Degree in Business Administration, Marketing or related field preferred.
- Minimum 5 years of working experience in planning and organizing a membership club. Preferably in knowledge in Casino Systems.
- Setup members' promotions in order to retain members' loyalty.
- Develop and maintain a customer database of high value and integrity.

## **Manager - Marketing Event**

- University graduated or above. Degree in Business Administration, Marketing or related field preferred.
- Minimum 5 years of working experience in organizing events. Preferably in knowledge in Casino Systems.
- Plan and execute all casino events and promotions to meet objectives.
- Manage and ensure smooth operation of all events and promotions.

## **Executive - Marketing Event**

- University graduated or above. Degree in Business Administration, Marketing, Statistics or related field preferred.
- Minimum 1 year or above working experience in event and marketing field.
- Good communication skills in English, Chinese and Mandarin.
- Assist in execution and coordination of all casino events and promotions.

## **Administrative Assistant - Marketing**

- University degree or above and minimum 1 year of relevant experience.
- Fluent in spoken Cantonese, Mandarin and English.
- Handle of incoming and outgoing documents.
- Perform day operations and administration work.

## 電子博彩運作部

### 角子機值班經理 /高級服務員/ 服務員

- 高中畢業或以上程度。需輪班工作。
- 值班經理需具 5 年或以上相關工作經驗，其中 3 年需具管理層經驗。
- 高級服務員需具 3 年或以上/服務員需具 1 至 2 年角子機工作經驗。
- 曾讀 CCC 有關培訓課程優先。
- 具中、英文書寫及表達能力和電腦基本知識。
- 介紹新遊戲或遊戲規則予客人。

### 角子機系統技術員

- 高中畢業或以上程度。需輪班工作。
- 具 2 年或以上角子機工作經驗和有相關角子機系統工作經驗，懂 Bally 系統優先。
- 具良好中、英文書寫及表達能力。
- 更新軟硬件令角子機符合博彩監察局標準。
- 確保場面角子機數據完整性及協助技術部處理日常問題。

### 角子機技術員

- 高中畢業或以上程度。需輪班工作。
- 曾讀 CCC 有關角子機培訓課程優先。
- 具電腦基本的知識。具良好中、英文書寫及表達能力。
- 確保所有角子機運作正常。負責維修角子機及跟進相關搬遷工作。

## 視聽部

### 視聽部技術員

- 高中畢業或以上程度。需輪班工作。
- 具電視拍攝或現場節目製作經驗。
- 具良好中、英文書寫及表達能力。
- 監察及裝設視聽設備。影音攝錄及後期製作。

## 娛樂場保安部

### 娛樂場保安員

- 小學畢業或以上程度。需輪班工作。
- 具保安及客戶服務經驗優先考慮。

## 賭檯運作部

### 牌房服務員

- 初中畢業或以上程度。需輪班工作。
- 懂廣東話及略懂普通話。
- 協助洗牌房的日常運作。

## 制服部

### 制服部主任

- 高中畢業或以上程度。需輪班工作。
- 具 3 年或以上相關制服部管理經驗。
- 使用 Auto Valet System 自動系統。
- 具良好中、英文書寫，表達和溝通技巧能力。熟悉微軟電腦辦公室操作。
- 控制制服及物料之存量。

### 制服部服務員

- 初中畢業。需輪班工作。
- 使用 Auto Valet System 自動系統。點算存貨及與洗衣場交收事宜。
- 檢查已清潔之制服及配套上架。迅速地處理員工有關制服之要求。

## 娛樂場餐飲部

### 廚師

- 小學畢業或以上程度。懂普通話及英語優先。
- 具 8 年或以上相關餐飲營運和 2 年或以上管理工作經驗。
- 持有餐飲業務或職業技術證書者優先。
- 負責食品的儲存及制作之程序，控制食品的質量、監管出場食物的運作。

### 廚房助理

- 小學畢業或以上程度。
- 具相關娛樂場餐飲工作經驗優先。
- 協助廚師制作食品、注意廚房清潔和配合樓面對食品運作的安排。

## 零售 - 回力時尚坊

### 出納員

- 初中畢業。
- 具相關出納工作經驗。懂普通話優先。
- 收取及點算每天營業產生的現金, 信用卡和現金券。
- 填寫營業收入紀錄以及與財務部交收。

### 美容顧問

- 中學程度。
- 具美容顧問及相關經驗優先。
- 負責專櫃日常銷售及顧客服務等工作，並協助達成業績。
- 參與品牌及供應商培訓和學習產品知識。

對上述職位有興趣者請瀏覽 <https://www.sjmjob.com> 或將個人履歷以下列方式遞交：

郵寄地址：澳門宋玉生廣場 255 號中土大廈 10 樓澳博招聘中心收 /

電郵：[jobs@macausjm.com](mailto:jobs@macausjm.com)

澳博僅為僱用事宜而收集個人資料。

個人資料之提交即構成資料當事人同意及授權澳博在僱用程序中處理個人資料。

## **Brand Development & Marketing Department**

### **Senior Manager - Loyalty Marketing & CRM**

- University degree/ Diploma in Business Studies, Management, Marketing or related field.
- Minimum 7 years working experience in customer service or marketing related field in sizable hotel, casino, or preferably integrated resort.
- Assist in developing an effective resort loyalty program including program strategy, card tier qualifications, rewards benefit/ structure etc.
- Develop and maintain a customer database of high value and integrity through quality membership sign-ups in line with department goals and strategies.

## **Retail Operations**

### **Manager - Leasing**

- Bachelor Degree or equivalent.
- Minimum of 5 years of administrative experience.
- Experience in Retail Management and multi stores management an advantage.
- With extensive contacts and connection with retail and F&B brands.
- Brands Recruitment.
- Develop relationships with tenants and brand contact lists.
- Analyze consumer buying patterns and evaluate market trends.
- Periodically conduct market research, gather competitor and customer information in order to ensure our leadership position in the market.
- Represent and reinforce the strategy through maintaining the highest of standards in merchandising and customer service.

## **Human Resources Department**

### **Scheduler**

- High School Diploma or above.
- Good in spoken Mandarin and English is an advantage.
- Work with the computer scheduling program to create and revise schedules.

## **Information Technology Department**

### **Senior Manager - Technical Support**

- Degree in Computer Science, or IT related fields preferred.
- Minimum 5 years of IT working experience, with minimum 5 years working in managerial role in large corporation or casino resort information technology.
- Experience in managing 7x24 IT support team, large scale of IT equipment deployment project, Helpdesk management and operation.
- Lead and supervise the Helpdesk team and Field Service team members.
- Responsible for statistic of incidents reports and improvement recommendation.

## **Assistant Manager / Specialist - IT System and Infrastructure**

- Degree in Computer Science, Electrical/ Electronic Engineering or IT related fields preferred.
- Minimum 2 to 4 years of work experience in server & storage. Experience in managing large IT Infrastructure project(s) is required.
- Implement and support of IT system infrastructure and facilities.
- Assistant manager assists in design, review and implementation of IT system and infrastructure event, incident and problem management processes.
- Specialist supports the installation and maintenance of server/ storage/ backup systems and facilities in accordance with defined IT procedures.

## **Manager / Assistant Manager - Application Solution**

- Degree in Computer Science, Business or IT related fields preferred.
- Minimum 4 to 5 years of work experience, with minimum 2 to 3 years working in project management role in large Corporation or Casino Resort IT is highly preferred.
- Experience with Microsoft Office products, especially in MS Project.
- Good communication skills in both written and spoken English and Chinese.
- Compile assigned IT application and system project plan(s) based on information and project timelines from vendors, businesses and other IT teams.

## **Officer - Application Solution**

- University graduated. Degree in Computer Science, Business or Information Technology related field preferred.
- Good communication skills in both written and spoken English and Chinese.
- Work with business departments to understand all existing business operations and processes, and future business strategies.

## **Senior Specialist - Data Warehousing and BI**

- Degree in Computer Science, or IT related fields preferred.
- Minimum 3 years in IT sector. Knowledge in ETL, OLAP/ OR Data Mining, Data warehouse and/ or BI development.
- Develop and support the Data Warehouse, ETL, BI and SOA.
- Perform data analytical tasks to support business operation and marketing.

## **Senior Specialist - Quality Assurance**

- Degree in Computer Science, or Information Technology related fields preferred.
- Minimum 4 years working in managerial role in software quality assurance, application testing or business analysis. Hospitality or gaming working experience is preferred.
- Hands-on manual and automation testing experience including documents review, test plan/ case/ report preparation, QA test/ UAT execution, performance test execution and automated test scripts preparation.
- Good communication skills in English, Chinese and Mandarin.
- Review user requirement document, functional specification and other system development life cycle (SDLC) documentations.

## **Specialist - Quality Assurance**

- Degree in Computer Science, or Information Technology related fields preferred.
- Minimum 2 years working in managerial role in software quality assurance, application testing or business analysis. Hospitality or gaming working experience is preferred.
- Hands-on manual and automation testing experience including documents review, test plan/ case/ report preparation, QA test/ UAT execution, performance test execution and automated test scripts preparation.
- Good communication skills in English, Chinese and Mandarin.
- Review user requirement document, functional specification and other system development life cycle (SDLC) documentations.

## **Specialist - Enterprise Resource Planning**

- Degree holder in Computer Science, Information Technology or relevant disciplines.
- At least 3 years of experience in SAP system.
- Hands on experience in SAP FICO/HCM and certification in SAP are definite advantages.
- Provide business analysis and process design expertise in SAP functional aspects.
- Translate business objectives and requirements into business and system design that can be supported by SAP and delivered.
- Analyse business model by formulating and defining application scope and objectives, and devising procedures or complete workflows to solve business requirements / issues.

## **Developer - Software/ System Analyst - Development**

- Higher Diploma or above in Computer Science or related disciplines.
- Minimum 2 years of experience in .Net and/or Java development; working experience in SDLC, system design and programming
- Proficiency in C#, ASP.NET, VB, LINQ / Java and J2EE application development
- Knowledge in .NET Framework, Entity Framework and Web technologies like HTML5, CSS, JavaScript, AJAX, XML, jQuery
- Knowledge in Microsoft SQL Server or Oracle Database, SOA API, WSO2, SAP.Net Connector, Mobile application development experience is in advantage
- Analyze client business requirements and translate this into functional and/or technical specifications.

## **Senior Specialist - Independent Verification and Validation**

- Degree in Computer Science, or Information Technology related fields preferred.
- Minimum 4 years working in Independent Verification & Validation (IV&V), software quality assurance, and/or business analysis. Hospitality or gaming working experience is an advantage.
- Hands-on working experience in business requirements/functional specification review, requirements tracing, QA/UAT test planning and execution.
- Knowledge in Requirements IV&V including traceability analysis; review of requirements for completeness and feasibility.
- Review user requirement document, function specification and other system development life cycle (SDLC) documentations.

## **Specialist - Independent Verification and Validation**

- Degree in Computer Science, or Information Technology related fields preferred.
- Minimum 2 years working in Independent Verification & Validation (IV&V), software quality assurance, and/or business analysis. Hospitality or gaming working experience is an advantage.
- Hands-on working experience in business requirements/ functional specification review, requirements tracing, QA/ UAT test planning and execution.
- Knowledge in Requirements IV&V including traceability analysis; review of requirements for completeness and feasibility.
- Review user requirement document, function specification and other system development life cycle (SDLC) documentations.

## **Senior Analyst - IT Security**

- Degree in Computer Science, or Information Technology related fields preferred.
- Certifications in Information/ IT security, e.g. CISSP, SSCP, CSX, CISM, CISA, ISO27001, will be advantage.
- Minimum 4 years working in Information/ IT Security Management, Project Management, Security Controls Implementation, Security Policy/ Standard/ Procedure/ Guideline writing. Gaming operation working experience is an advantage.
- Experience in Information/ IT Security Architecture Design, Metric Dashboard.
- Experience in Privilege ID & Identity Governance & Administration, Key Management, Encryption, End-Point Security, SIEM, Security Incident Management & Handling, Cyber Security.
- Experience in assessment of security controls, application security, security exposure risk, network segmentation, network perimeter defense.

## **Analyst - IT Security**

- Degree in Computer Science, or Information Technology related fields preferred.
- Certifications in Information / IT security, e.g. CISSP, CSX, CISA, or ISO27001, will be advantage
- Minimum 2 years working in Information / IT Security Management, Security Controls Implementation, Security Standard / Procedure / Guideline writing. Gaming operation working experience is an advantage.
- Experience in Security Acceptance Test and Security Exposure Risk Assessment
- Experience in Privilege ID & Identity & Access Governance, Key Management, End-Point Security, Security Scanning, Penetration Test, Cyber Security Assurance
- Formulation and maintenance of security standards and procedures.

## **Senior Specialist - IT Security**

- Degree in Computer Science, or Information Technology related fields preferred.
- Certifications in Information / IT security, e.g. CISSP, SSCP, CEH, CSX, OSCP, will be advantage
- Minimum 4 years working in Security Operation Center, Project Management, Security Monitoring and Incident Handling, Security Penetration Testing & Red Teaming, Security Procedure writing. Gaming operation working experience is an advantage.
- Experience in Information / IT Security Operation Architecture, Metric Dashboard
- Experience in Sensitive Data Access & Privilege Activities Monitoring, End-Point Security, SIEM, Security Incident Management & Handling, Cyber Security
- Develop and maintain Security Operation Services with security technologies and frameworks adoption, security facility and tool deployment.



## **Others**

### **Administrator/ Administrative Assistant/ Coordinator**

- University graduate or above.
- Proficiency in Microsoft Office applications including Word, Excel and PowerPoint and Outlook.
- Good communication skills in both written and spoken English and Chinese with Administrative experience preferred.
- Scheduling and coordination interviews, meetings, events, appointments and other similar tasks for supervisors.

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郵寄地址：澳門宋玉生廣場 255 號中土大廈 10 樓澳博招聘中心收 /

電郵： [jobs@macausjm.com](mailto:jobs@macausjm.com)

澳博僅為僱用事宜而收集個人資料。

個人資料之提交即構成資料當事人同意及授權澳博在僱用程序中處理個人資料。

# **Project and Construction Management**

## **Assistant Project Manager – Building Services**

- Degree holder or High Diploma in ME/ EE/ BS.
- Minimum 15 years relevant Building Services works experience in Consultant/ Main Contractor/ Large Contracting firm, including 7 years in a responsible position on large scale commercial or institutional projects. Macau casino/ hotel project experience preferred.
- Supervising Design Consultant's design deliverable and progress for Building Service System.

## **Building Services Engineer**

- Degree holder or High Diploma in ME/ EE/ BS.
- Minimum 5 years relevant Building Services works experience, including 2 years in a responsible position on large scale commercial or institutional projects. Macau casino/ hotel project experience preferred.
- Reviewing and commenting on consultants' deliverables and contractors' submissions.

## **Assistant Building Services Engineer**

- Degree holder or High Diploma in ME/ EE/ BS.
- Minimum 5 years relevant Building Services works experience, including 2 years in a responsible position on large scale commercial or institutional projects. Macau casino/ hotel project experience preferred.
- Assisting in monitoring contractor's submissions and site works progress.

## **Assistant Project Manager/ Senior Project Coordinator/ Project Coordinator – Fitting Out**

- Degree holder or High Diploma in Building Studies/ Construction Management/ Architectural/ Interior Design or related disciplines or equivalent.
- Minimum 4 to 10 years solid experience in the fit out of retails F&B, residential, offices & hotels, etc. Able to work independently and under pressure. Macau casino/ hotel project experience preferred.

## **Assistant Project Coordinator – Fitting Out**

- Degree holder or High Diploma in building studies/ construction management/ architectural/ interior design or related disciplines.
- Minimum 1 to 2 years solid experience in the fit out of retails, F&B, residential, offices & hotels, etc. Candidates with solid experience in handling Macau projects are highly preferred.
- Ensure all construction activities comply with contractual requirements.
- Plan and attend regular site and design meetings, organize, and prioritize work.

## **Senior Foreman – Fitting Out**

- Certificate in Building Construction or related disciplines.
- Minimum 10 years relevant experience in Fitting Out, Building Construction. Good communication skills, site management and supervision experience. Macau casino/ hotel project experience preferred.

# 機電工程部

## 高級工程師

- 需持有認可機電工程學士學位或專業認可資格及相關訓練證書。
- 具機電運作原理/流程/操作程序的常識。
- 具最少 20 年以上機電工作經驗，其中最少有 10 年領導超過 40 名以上技術員從事酒店娛樂場或商業樓宇或項目工程。
- 具最少有 5 年是輪值主管經驗。
- 制定所管轄設備的營運與維護的工作。

## 一級 / 二級工程師

- 大學畢業或以上程度。具備機電工程學位或專業認可資格相關證書。
- 具最少 10 年以上相關工作經驗，其中最少 8 年領導超過 30 名以上技術員從事酒店娛樂場或商業樓宇或項目工程，並其中最少 5 年是輪值主管等的經驗。
- 具機電運作原理/ 流程/ 操作程序的常識。具中、英文書寫及應對能力，
- 監察、管理機電設備運行，維修及保養達至出廠要求；制定所管轄設備的營運與維護的工作。
- 撰寫各類機電設備操作規程及事件/ 故障分析/ 能源量值趨勢等報告。

## 值勤工程師

- 大學畢業或以上程度。需持有一項專業認可資格及相關工藝訓練證書，如電工中級牌。
- 具至少 10 年以上機電工作經驗，熟悉機械/ 給排水/ 空調制冷/ 電力裝置/ 相關機電裝置等安裝，維修及加改工作。其中至少 5 年領導超過 10 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程，且其中最少 3 年從事輪值主管等經驗。
- 撰寫各類機電設備操作規程及事件/ 故障分析/ 能源量值趨勢等報告。
- 監督機電設備運行，維修及保養達至出廠要求。

## 高級督導主任 / 督導主任

- 具最少 10 至 15 年以上相關工作經驗，熟悉機械/ 給排水/ 空調制冷/ 電力裝置/ 相關機電裝置等結構，性能及運作程序，其中最少 5 至 10 年領導超過 10 至 15 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程，
- 具書寫中文及閱讀圖則能力(具書寫英文能力者優先)。
- 監察、管理、支援和參與下屬執行機電裝置(不論專長或非專長)的工作。

## 高級技術員 / 一級技術員

- 具 5 年或以上相關工作經驗，包括機械/ 給排水/ 空調制冷/ 電力裝置安裝，維修及加改工作經驗。
- 高級技術員要求具最少 3 年領導超過 3 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程。
- 執行機電裝置的維護、定期巡查、測檢、更換及加改工作，並填寫報表。執行當值及非當值時間內的緊急，突發或特別安排的工作，包括非專長之工種。

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郵寄地址：澳門宋玉生廣場 255 號中土大廈 10 樓澳博招聘中心收 /

電郵：[jobs@macausjm.com](mailto:jobs@macausjm.com)

澳博僅為僱用事宜而收集個人資料。

個人資料之提交即構成資料當事人同意及授權澳博在僱用程序中處理個人資料。