

BE PART OF THE FUTURE OF MACAU

L'Arc Macau is a complex of casino and hotel with entertainment, accommodation and dining.

We are looking for talents to join us for the following positions

Coffee Shop Assistant Manager

Job Responsibilities:

- Coordinate with the manager to ensure a smooth daily operation of Coffee Shop
- Responsible for the cost control and maintain the profits of Coffee Shop
- Handle the work schedule of the personnel and other administrative work
- Provide supervision and training to subordinates

Job Requirements:

- Degree or equivalent professional hotel training is preferred
- A minimum of 2 years relevant working experience
- Good command of Cantonese, Mandarin and basic English
- Rotating shift



Recruitment Hotline: (853) 8860 8205

Online Application: <https://central.larcmacau.com/recruit>

Post : Human Resources Department, L'Arc Macau Head Office, Alameda Dr. Carlos D'Assumpção, n°s 322-362, Centro Comercial Cheng Feng 16 Andar, Macau

E-mail : hr-recruit@larcmacau.com

Page : facebook.com/larcmacaucareers

Please submit your detailed resume with a recent photo, expected salary to us.
All personal information collected will be treated strictly confidential and will be served as recruitment purpose only.



BE PART OF THE FUTURE OF MACAU

L'Arc Macau is a complex of casino and hotel with entertainment, accommodation and dining.

We are looking for talents to join us for the following positions

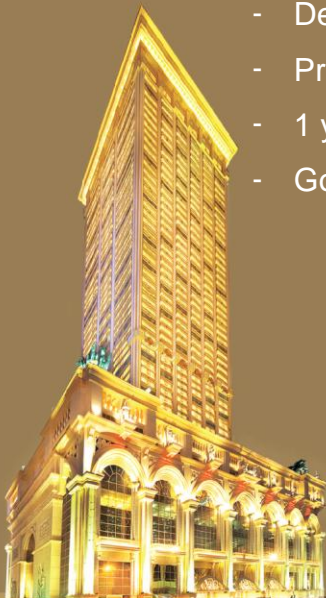
Administrative Assistant

Job Responsibilities:

- Provide administrative support to Department
- Prepare letters and correspondences
- Handle and maintain confidential information and document management
- Organize and schedule meetings and prepare agenda, minutes and presentation

Job Requirements:

- Degree holder or above
- Proficient in MS Office
- 1 year relevant working experience is preferred
- Good command of Cantonese, Mandarin and English



Recruitment Hotline: (853) 8860 8205

Online Application: <https://central.larcmacau.com/recruit>

Post : Human Resources Department, L'Arc Macau Head Office, Alameda Dr. Carlos D'Assumpção, n°s 322-362, Centro Comercial Cheng Feng 16 Andar, Macau

E-mail : hr-recruit@larcmacau.com

Page : facebook.com/larcmacaucareers

Please submit your detailed resume with a recent photo, expected salary to us.
All personal information collected will be treated strictly confidential and will be served as recruitment purpose only.

