



Pacific Century  
Premium Developments  
盈科大衍地產發展

Pacific Century Premium Developments Limited is principally engaged in the development and management of property and infrastructure projects, as well as investment in premium-grade buildings in Asia. The Group is actively exploring investment and development opportunities with growth potential in Hong Kong, mainland China and the Asia Pacific region. To achieve this aim, we are committed to realizing the fullest potential of our colleagues.

## Receptionist

### *Responsibilities:*

The successful candidate will play an important role in our daily office activities. You will be responsible for projecting a positive image on behalf of the Company in greeting visitors and guests. You will also assist in daily office administration, such as switchboard operations, delivery services, conference room and pool car booking logistics and office supplies procurement processes.

### *Successful applicant:*

- Post Secondary or above
- Minimum 2-3 years' relevant experience
- People oriented with a pleasant personality
- Strong interpersonal skills with an ability to deal with different levels of staff and guests with tact
- Self-motivated and can work effectively under constrained resources and dynamic environment
- Excellent proficiency in English, Cantonese and Mandarin
- Working Location : Cyberport

We offer attractive remuneration package and fringe benefits (included 5-day work week, choice of non-contributory provident fund and MPF schemes, medical insurance coverage, and shuttle bus service). If you have the desire to create an exciting and rewarding career, then send us your resume immediately, your present and expected salary via email, fax or post to:

**Email : [recruitment@pcpd.com](mailto:recruitment@pcpd.com)**

**Fax : (852) 2989 6222**

**Address: Human Resources Department, 8th Floor, Cyberport 2, 100 Cyberport Road, Hong Kong**

Pacific Century Premium Developments Limited (Incorporated in Bermuda with limited liability) is an equal opportunity employer and welcomes applications from all qualified candidates. Information provided will be treated in strict confidence and will only be used for recruitment-related purposes. Personal data provided by job applicants will be used strictly in accordance with the employer's personal data policies, a copy of which will be provided immediately upon request.

[www.pcpd.com](http://www.pcpd.com)