



## EXPERIENCE NEW CAREER HORIZONS

Join us in offering memorable experiences that will create colourful moments of joy for our guests as you take your career to new heights.

### **We are Hiring – Service Associate –Secretary (Food & Beverage Services)**

#### **Key Responsibilities:**

- Provide comprehensive secretarial support for the F&B department.
- Support the F&B colleagues for all administration and office coordination.
- Interact with internal and external stakeholders.
- Prepare the communications outlined by the Head of the Department.
- Coordinates meetings and appointments for the F&B department.

#### **Minimum requirements:**

- Has a passion for providing business support to senior management.
- Enjoys interacting with people.
- Is professional, discreet and can handle sensitive information.
- Is an advanced user of Microsoft Office.
- Communicates and writes with fluency in English (as well as the local language)
- Preferably hospitality-related work experience in an administrative role.
- Has strong interpersonal, communication and organization skills.

If you are up for the challenge, please email your detailed Curriculum Vitae together with the names & contact details of two non-related referees to [recruitment.slcb@shangri-la.com](mailto:recruitment.slcb@shangri-la.com).

Please indicate the Job title on the subject line of the email.

Application closing date: **05<sup>th</sup> August 2024**