

Sino Land Company Limited

Part-time Handover Service Officer (Ref: PTHOST/HKU)

The incumbent will assist in the handover of completed properties, mainly residential, to purchasers, and follow through customers' requests to ensure total customer satisfaction. He / She will also escort new owners to their new properties, briefly introduce vicinities, fittings and fixtures provided, copy readings from electric and water meters, and support front line reception and assist administration works.

- Form 6 or above
- At least 1 year of working experience in customer service, preferably in building-related industries
- Good communication and interpersonal skills with customer-focused attitude
- Able to work under pressure, willing to work overtime and on Sundays and public holidays
- Fluency in English, Chinese and Putonghua is a must
- A good team player and able to work independently

For application, please send your resume to us by email (hrd@sino.com).