

# CARAVELLE CAREER DAY



**Tuesday, 26<sup>th</sup> February 2019**

Caravelle Ballroom, 3<sup>rd</sup> Floor. 08:00 — 16:00  
19-23 Lam Son Square, District 1, HCMC



For 60 years the Caravelle has been ranked as one of the premier hotels in Vietnam and a true heritage property within Southeast Asia. Now, the hotel is on the verge of its most significant makeover and refreshment – the perfect time to come onboard and start living our Mission, Vision, and Values: Guest First, Warmth, Respect, Harmony, Integrity, and Kaizen.

There are many doors into Caravelle Saigon, and opportunity knocks on all of them.

## CURRENT VACANCIES

Position	Contract type	Remarks
Assistant Bar Manager	Permanent	* **
Waiter (ess)	Permanent	
Bartender	Permanent	**
Bartender	Casual Labour	
In-Room Dining Attendant	Permanent	
Banquet Attendant	Permanent	
Banquet Attendant	Casual Labour	
Sales Manager - Leisure	Permanent	**
Sales Manager - Corporate	Permanent	**
Sales Executive - Corporate	Permanent	**
Japanese Sales Manager	Permanent	**
In-House Graphic Designer	Permanent	**
Event Sales Admin	Permanent	
Event Planner	Casual Labour	
Operator Supervisor	Permanent	
Airport Representative	Permanent	
Airport Representative	Casual Labour	
Concierge	Permanent	
Bellman	Permanent	
Doorman	Permanent	
Security Officer	Permanent	***

Position	Contract type	Remarks
Spa Supervisor (Female)	Permanent	**
Spa Therapist (Female)	Permanent	**
Fitness Attendant (Male)	Permanent	
Locker Attendant (Male)	Casual Labour	***
Fitness Attendant (Male)	Casual Labour	
Duty Manager	Permanent	* **
Rooms Controller	permanent	
Public Area Attendant	Permanent	
Front Office Trainee	Trainee	
Housekeeping Trainee	Trainee	
Demi Chef de Partie (CDP)	Permanent	
Demi CDP (Bakery)	Permanent	
Cook Helper	Casual Labour	***
Steward	Casual Labour	***
AV Technician	Permanent	**
Plumber	Permanent	** ***
Carpenter	Permanent	** ***
Hand Helper	Casual Labour	***

### SALARY AND BENEFITS

- Competitive salary and bonus (at least one month salary for year-end and holiday bonus)
- Annual salary review with competitive increase percentage
- Convenient working schedule and day off policy
- Good annual leave policy
- Total health care insurance package
- Other benefits policy: outing trip, staff discount, paid leave for birthday
- Two duty meals per day
- Uniform with laundry service
- Good career development plan with training programmes in-house and outside
- Good working environment

### SPECIFIC BENEFITS FOR CASUAL LABOUR EMPLOYEES

- Annual leave
- Social insurance, health insurance and unemployment insurance is covered 100% by the hotel
- Year-end and holiday bonus
- Monthly bonus for meeting the working hours standards
- Priority to be promoted to permanent staff

### REQUIREMENTS

- Graduated from hospitality school
- Good job knowledge and technical skills
- Good English communication
- Experience in other hotel is a plus
- Good attitude
- Customer service oriented
- Good soft skills: communication, time management and handling guest complaints

*Note: Positions with*

(\*) Experience in managing people

(\*\*) Experience is a must

(\*\*\*) Basic English communication

### HOW TO JOIN OUR EVENT

- Candidates who send your CV to us prior the event will be prioritised to interview at the event. Please note that due to the large number of responses received, only candidates being considered to the position will be contacted for an interview.
- Candidates who join us will be arranged to fill the Application Form and interview at or after the event.
- Please send your CV to this email: [recruitment@caravellehotel.com](mailto:recruitment@caravellehotel.com)

