

**Hotel Vacancies list**  
**酒店空缺职位表**

**Month:**  
**月份:**

*This list should be compiled by Human Resources and sent to the Human Resources at the Head Office by the 10<sup>th</sup> of every month.*  
本表应由人力资源部进行编制，并在每月 10 日前送交给总部的人力资源部。

<b>Position Title</b> 职位名称	<b>Department</b> 部门	<b>Property</b> 酒店	<b>Date Required</b> 需求日期	<b>Candidate Profile</b> 候选人要求	<b>Email of the concerned Human Resources Manager /General Manager</b> 相关人力资源部经理 / 总经理邮箱

*This list should be circulated to all Department Heads and displayed on the staff notice board within 48 hrs from date of receiving it*  
本表应发放给所有部门主管，并应自收到之日起 48 小时内员工布告栏上予以公示。