



## Melco Resorts & Entertainment 新濠博亞娛樂

On December 19, 2006, our Company listed on NASDAQ under the ticker symbol “MPEL”, successfully raising in excess of US\$1.14 billion in the process. According to Renaissance Capital and IPOhome.com, this ranked as the fourth largest IPO in the US in 2006. On December 7, 2011, our Company began its dual-listing on the Main Board of The Stock Exchange of Hong Kong Limited under the stock code 6883. The listing of the shares on The Stock Exchange of Hong Kong Limited was voluntarily withdrawn on July 3, 2015. In May 2016, Melco International Development Limited (“Melco International”) became the single largest shareholder of our Company. On April 6, 2017, our ticker symbol on NASDAQ has been changed to “MLCO” as the Company started a journey of transformation.

Through the implementation of innovative products and services and by working hand-in-hand with globally renowned brands, our Company intends to offer the best entertainment experience that aims to appeal to a broad spectrum of customers and thereby become the leader of gaming industry in the region. In this endeavor, we have a number of projects currently underway or planned

<https://mycareer.melco-resorts.com>

序號 Ref.	職位名稱 Position	所屬部門 Department	空缺數量 No. of Vacancy	for INTERNS / FULL or PART TIME / CASUAL	工作簡介 (如適用) Job description
1	Executive Host, Business Development 業務發展主任	業務發展部 Business Development	1	Full Time	<ul style="list-style-type: none"> <li>發掘更多新客戶成為摩卡會員並提高忠誠度，以確保卓越的客戶服務</li> <li>根據遊戲投注總數以及既定的標準操作程序，指導玩家換領酒店客房，餐飲和其他物品</li> </ul>
2	Host, Operations 禮賓員, 營運部	營運部 Operations	2	Full Time	<ul style="list-style-type: none"> <li>為客戶提供最新最適合的優惠資訊及活動</li> <li>處理兌換積分、禮品以及管理所需的存貨量</li> </ul>
3	Lifeguard 救生員	Entertainment 娛樂部	20	Full Time	維持水上樂園秩序及防止意外發生，確保游泳娛樂設施之安全和程序
4	Agent, Contact Centre 顧客聯絡中心服務員	酒店營運部	5	Full Time	The Contact Centre Agent is responsible for providing professional, prompt and world class customer service to both internal and external customers, whilst promoting Altira and City of Dreams’ services and facilities in an informed and timely manner. This relates to both phone and written (email/fax) customer point of contact.
5	Attendant, Front Operations 前堂服務員	酒店營運部	1	Full Time	The Attendant, Front Operations is responsible for delivering a quality customer service experience through providing check-in, check-out and related services to guests and visitors to Hotel in accordance with established service standards.

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6	Bell Attendant 行李部服務員	酒店營運部	1	Full Time	The Bell Attendant is responsible for delivering a quality customer service experience through the collection and delivery of guest luggage and other bell related services to guests and visitors to Hotel in accordance with established service standards.
7	Host, Spa 水療中心接待員	酒店營運部	1	Full Time	Host, Spa is responsible for delivering a quality customer service experience through conveying a positive, welcoming greeting to all guests and visitors to the Spa in accordance with the standards and policy of the company.
8	Coordinator, Housekeeping 管家部 協調員	酒店營運部	1	Full Time	Housekeeping Coordinator is responsible for providing administrative support to the Housekeeping Department and should always display the highest level of professionalism and customer service towards both internal and external guests.
9	餐飲服務員	餐飲部	3	Full Time	1) 確保已準備好的食品/飲料送到客人的桌上 2) 清潔已用餐後的桌子 3) 幫助客人落單
10	初級廚師	餐飲部	5	Full Time	1) 確保食物的存放日期，妥善貯存食物及消毒設備，並採取其他措施以確保食物的完整及品質 2) 準備及烹調菜單選項時應使用正確的烹調程序及食譜 3) 調味料、烹調原料、火候、食物品質及擺置須合乎標準並達致客人期望 4) 履行工作時應按照食品衛生標準和其他法規
11	Assistant Accountant, Casino 博彩 助理會計	Finance 財務部	1	Full Time	
12	Auditor, Gaming Audit 博彩審核員	Finance 財務部	1	Full Time	
13	Assistant, General Ledger 總賬會計 助理	Finance 財務部	2	Full Time	
14	Assistant, Accounts Payable 應付賬 助理	Finance 財務部	1	Full Time	
15	Assistant, Cost Management 成本管 理助理	Finance 財務部	1	Full Time	
16	Analyst, Financial Planning & Analysis 財務策劃及分析員	Finance 財務部	1	Full Time	
17	Assistant, Accounts Receivable & Non-Gaming Credit 應收賬及非博 彩賬務助理	Finance 財務部	1	Full Time	
18	Auditor, Non-Gaming Audit 非博彩 審核員	Finance 財務部	2	Full Time	

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19	Officer, Fixed Assets 固定資產會計助理	Finance 財務部	1	Full Time	
20	Buyer 採購員	Finance 財務部	1	Full Time	
21	Officer, Compliance 條例執行員	Compliance 條例執行部	1	Full Time	
22	Analyst, Internal Audit and Internal Control Compliance 內部審計及內部監控部分析員	Internal Audit and Internal Control Compliance 內部審計及內部監控部	1	Full Time	
23	Officer, Payroll 薪俸員	Payroll 薪俸部	1	Full Time	
24	Analyst, Service Delivery 服務傳遞分析員	Information Technology 資訊科計部	1	Full Time	
25	Analyst, Hotel Systems 酒店系統分析員	Information Technology 資訊科計部	1	Full Time	
26	Analyst, Casino Systems 娛樂場系統分析員	Information Technology 資訊科計部	1	Full Time	
27	Analyst, ERP Systems 企業資源規劃系統分析員	Information Technology 資訊科計部	1	Full Time	
28	Specialist, System Administration 系統管理專業員	Information Technology 資訊科計部	1	Full Time	
29	Executive, Marketing 市場部主任	Marketing 市場部	2	Full Time	Executive, Marketing is to ensure the creation, development and execution of all design work and marketing initiatives of various brands are delivered within the corporate branding guidelines of Melco.
30	Intern 實習員	Revenue Management 盈利管理	1	Interns	Produce in-depth statistical analysis in order to optimize the hotel rooms with the ultimate goal of maximizing the overall company EBITDA, while taking into account the complex interactions between customers and their gaming and hospitality preferences.
31	Attendant, F&B	F&B	2	Full Time	Serve the food to the customer
32	Intern, F&B (Kitchen)	F&B	2	Interns	Prepare the food in the kitchen
33	Intern, F&B (Service)	F&B	2	Interns	Serve the food to the customer
34	Supervisor, Environmental Services	Housekeeping	Expression of Interest	Full Time	The Supervisor, Environmental Services is responsible for the effective and efficient cleaning of all areas including internal, external, washrooms, front of the house, back of house and depot, in accordance with Altira Macau service standards.

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35	Supervisor, Housekeeping	Housekeeping	Expression of Interest	Full Time	Supervisor, Housekeeping is responsible for the operational efficiency of all front and back areas and the service delivery of those areas within budgeted guidelines. He/she has to ensure the smooth operation & efficiency of Housekeeping department and maximize cleanliness & maintenance.
36	Attendant, Front Office	Concierge/Front Desk	2	Interns	The Attendant, Front Office is responsible for delivering a quality customer service experience through providing check-in, check-out and related services to guests and visitors to Altira Macau in accordance with departmental set service standards.
37	Attendant, Concierge	Concierge/Front Desk	2	Interns	The Concierge Attendant is responsible for delivering a quality customer service experience and enhancing guest satisfaction by providing information on events, activities and services to guest upon arrival, in accordance with Altira Macau's service standards.
38	Technician, Property Services	Property Services	3	Full Time	

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39	Host, VIP Services 貴賓服務禮賓員	貴賓服務部 VIP Services	2		<p>Meet and greet the patrons at Airport, Ferry Terminals, Border Gate or HMZ Bridge Shuttle Bus' Ports arrivals; offers to help with Hotel Rooms' Reservation, Check-In or Out, Membership Registration and F&amp;B 安排機場，碼頭，關閘，港珠澳大橋穿梭巴士口岸等站點交通/接待；預訂或辦理酒店入住/退房、註冊會籍及餐飲安排。</p> <p>To monitor and identify patrons' needs and wants; be familiar with company' s products/events/ promotions and entertainments 以主動積極態度預期/達成客人需求；熟悉公司相關的產品/ 活動/ 推廣及娛樂。</p> <p>21 years old or above, with relevant work experience in customer services field is preferred. 年滿21歲，具從事顧客服務行業之相關經驗優先。</p> <p>Excellent communication &amp; written skills including: Cantonese/ English/Mandarin 良好的的溝通及書面表達能力包括：廣東話/ 英語/ 普通話。</p> <p>Familiar with computer skills, willing to work different shifts and walk through workspace 熟悉電腦操作，需要輪班工作及經常走動。</p>

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40	Coordinator, VIP Services 貴賓服務 協調員	貴賓服務部 VIP Services	1		<p>To monitor and identify patrons' needs and wants; coordinate/ offer in the rendering of services to patrons: 以主動積極態度預期/達成客人需求；協助或提供以下服務：</p> <p>F&amp;B Outlets or Hotel Reservation; Rooms Check-In/Out; Limousine/ Helicopter / Ferry Bookings/ HMZ Bridge Shuttle Bus; Flights Bookings/ Re-scheduling; Other Leisure/ Entertainment Activities 餐廳或酒店預訂；辦理房間入住/退房；豪華轎車/ 直升機/渡輪預訂/ 港珠澳大橋穿梭巴士；航班預訂/重新安排；其他休閒/ 娛樂活動</p> <p>21 years old or above, with relevant work experience in customer services field is preferred. 年滿21歲，具從事顧客服務行業之相關經驗優先。</p> <p>Excellent computer, communication &amp; written skills including: Cantonese/ English/Mandarin 良好的電腦操作，溝通及書面表達能力包括：廣東話/ 英語/ 普通話。</p> <p>Willing to work different shifts and walk through workspace 需要輪班工作及經常走動</p>

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41	Host, Premium Marketing & Loyalty Marketing (Counter) 尊尚市場及忠誠營銷禮賓員(櫃檯)	娛樂場市場部 Casino Marketing	1		<p>Recruit and register players to the COD Membership Loyalty Program. Promote benefits and offers. 為客戶登記新濠天地會籍並提供最新最適合的優惠資訊及活動。</p> <p>Execute casino promotions with tasks such as participation registration, on stage draws, emcee to announce results, flyers distribution and prizes redemption. 負責促銷娛樂場推廣活動，如擔當活動節目主持人，派發傳單和獎品換領</p> <p>Willing to work on shifts, Flexible and accommodating. 需要輪班工作。</p> <p>One year or above relevant experience in customer services field. 至少一年客戶服務和推廣營銷的相關經驗。</p> <p>Excellent interpersonal and communication skills in English and Cantonese essential, Mandarin highly regarded. 流利廣東話, 良好普通話, 英語。</p> <p>Computer literate. 熟悉電腦操作。</p> <p>Macau ID holder only and 21 years old or above. 只限澳門本地居民及年滿21歲。</p>