



與我們攜手創建澳門未來

澳門凱旋門是一間集娛樂、酒店、餐飲於一身的綜合式娛樂場酒店，
現正招募畢業生加入我們的團隊。

客務部

賓客服務主任*
服務中心服務員*

人力資源部

人力資源助理
人力資源發展助理

企業傳訊部

平面設計師
企業傳訊協調員

餐飲部

宴會營銷聯絡員

財務部

會計文員**
帳房出納員*

娛樂場管理部

貴賓營運客戶服務專員*
會籍部客戶服務專員*
娛樂場業務發展高級客服專員*

資訊科技及影音部

資訊科技部技術支援員*
分析程式開發員

項目部

項目協調員

各部門行政助理

物業部

客戶服務助理

* 需24小時輪班工作

** 全職及兼職適用

申請途徑

電郵：hr-recruit@larcmacau.com

郵寄：澳門新口岸宋玉生廣場322 - 362號誠豐商業中心十六樓澳門凱旋門總辦公室人力資源部

網上申請：<https://central.larcmacau.com/recruit>

招聘熱線：(853) 8860 8205

請於申請時遞交履歷、近照及要求待遇，並註明申請職位於電郵主旨或信封上。所有個人資料僅供招聘用途。



BE PART OF THE FUTURE OF MACAU

L' Arc Macau is a casino and hotel complex with entertainment, accommodation and fine dining.

We are now looking for graduates to join us for the following positions.

Front Office

Guest Services Officer *

Service Center Agent *

Food & Beverage

Banquet Sales Coordinator

IT Systems & AV

Service Desk Support*

Analyst Programmer

Property

Customer Service Assistant

Human Resources

Human Resources Assistant

Human Resources Development
Assistant

Finance

Accounting Clerk **

Cage Cashier *

Project

Project Coordinator

Corporate Communications

Graphic Designer

Corporate Communications
Coordinator

Casino Management

Junket Operations Host *

Membership Host *

Casino Business Development
Executive Host *

Administrative Assistant

* 24 Hours Shift

** Full Time & Part Time Applicable

Apply Method

E - mail : hr-recruit@larcmacau.com

Post : Human Resources Department, L' Arc Macau Head Office, Alameda Dr. Carlos
D'Assumpção, n°s 322-362, Centro Comercial Cheng Feng 16 Andar, Macau

Online Application : <https://central.larcmacau.com/recruit>

Recruitment Hotline : (853) 8860 8205

Please submit a resume together with a recent photo and expected salary with your application, and indicate applying position in email "Subject Line" or on Envelope. All personal data collection is for recruitment purpose only.

主部門 - 人力資源部；副部門 - 企業傳訊部
Core Department - Human Resources;
Minor Department - Corporate Communications

在這半年時間內，我很榮幸可以參與兩個不同部門的工作，這是一個寶貴且難得的經驗。公司投放了很多資源在這計劃上，我們均獲得度身訂造的學習機會。在部門督導的悉心指導下，我在獨立處理問題及創新思維等方面都有了很大的進步，對自己的工作能力也有更多的肯定及信心。

I am honored to work in two different departments. During my first 6 months of the programme, which is really a precious and memorable experience for me. L'Arc Macau puts lots of resources into this programme such as a tailor-made learning programme to each trainee. Under the patient guidance from my supervisors, my problem-solving skill and innovative skill have been enhanced. Moreover, I have gained more recognition and confidence on my work ability.

主部門 - 企業傳訊部；副部門 - 娛樂場管理部
Core Department - Corporate Communications;
Minor Department - Casino Management

我很高興能參與行政專員計劃，在這半年內，我已在兩個部門進行實習體驗。透過在不同領域工作，我認識不同部門的工作性質，明白到「從工作中學習」的道理，亦更清楚自己的興趣及能力。對剛大學畢業的我來說，於這個計劃上獲益良多。

It is my pleasure to join the Executive Trainee Programme which I have been working in two different departments in the last 6 months. After working in different fields, I could truly understand the job nature in different departments and comprehend the meaning of "Learning through Work", which also help me to define my interest and capability. As a fresh graduated student, I definitely gain valuable working experience and knowledge through this programme.

主部門 - 餐飲部；副部門 - 財務部
Core Department - Food & Beverage;
Minor Department - Finance

對我而言，這是一個非常有意義的計劃。不但加強了我的責任感和團隊精神，亦提高了我的行政工作能力及效率。我非常重視與同事相處的時刻，他們總是不斷教導及引導我，這些對我的職業生涯是非常受用的。2015年，我將更努力為澳門凱旋門作出貢獻。

The 15-month Executive Trainee Programme is a very rewarding programme as it strengthens my responsibility and team spirits as well as enhance my work ability and efficiency. I do treasure every single moment with my colleagues. They do always teach me and give me guidance which I can ensure all these experience will benefit my future career path. In 2015, I will strive for better and make my best contribution to L'Arc Macau.

主部門 - 客務部；副部門 - 財務部
Core Department - Front Office;
Minor Department - Finance

我很高興有機會參加行政專員計劃，透過參與前線和後勤部門的工作，我得到了十分寶貴的工作經驗，同時，亦更深入地了解酒店內不同部門的運作模式，學習了運用良好的溝通技巧以更有效率地達成目標。完成計劃後，我相信我已準備充足以迎接未來更多的挑戰。

I am glad to have the opportunity to join the Executive Trainee Programme. Throughout this programme, I have gained valuable working experience from both front line operation and back of house administrative departments, which have provided me a chance to have a better understanding about the operations in different departments. Moreover, I have also enhanced my communication skills so as to achieve goals effectively and efficiently. After completion of the programme, I would be well prepared for my career development and would be able to overcome challenges in the future.



蘇曉桐
Cora Sou

劉俊傑
Da Rosa Nuno Miguel

譚紫欣
Leanne Tam

任思韻
C-One Ren



澳門 凱旋門
L'Arc MACAU

行政專員計劃

Executive Trainee Programme

澳門凱旋門行政專員計劃旨在發掘年青人的管理及領導才能，透過計劃培養成為酒店業未來的優秀管理人員。

L'Arc Macau Executive Trainee Programme explores young talent to develop management and leadership skills to be succeed as the leader in hospitality industry.

澳門凱旋門酒店

澳門新口岸皇朝區城市日大馬路278號

L'Arc Hotel Macau, Avenida 24 de Junho, No. 278, NAPE, Macau

電話: (853) 2880 8888
Enquiries

www.larcmacau.com

計劃目的 Programme Objective

澳門凱旋門現正為具優秀潛質的年青人提供一個為期十五個月的行政專員計劃，學員將在一個節奏緊湊及多元化的工作環境中成長，透過於不同部門工作及資深行政人員的帶領下，拓展其管理能力及專業技能，培養成為酒店業未來的優秀領導者。

L'Arc Macau offers a 15-month Executive Trainee Programme for young talent to develop the required management capabilities and functional competences. The talent will be growing up along with the execution of cross-departmental initiatives and on-going support from senior executives, which help the talent to be the leader in hospitality industry.

- ▶ **引導有才幹的大學畢業生，透過計劃發展潛能，成為澳門凱旋門的未來領導人員**
Develop talented graduate with strong potential to become a future business leader in L'Arc Macau
- ▶ **提升學員於酒店領域的專業技能，為發展成功事業奠下穩健基礎**
Develop job-related competences to build a steady foundation for successful career development within hospitality industry
- ▶ **加強學員領導才能及個人綜合技能，透過多元化的培訓，培育成為優秀的年輕管理人員**
Strengthen the leadership capabilities and personal growth to develop the young talented graduate to be the Management through on job trainings

我們正尋找... Who we are looking for...

如您具備以下條件，我們誠意邀請您的加入
We invite you with the following criteria to join the programme

- ▶ **學士學位或以上學歷**
Bachelor degree or above
- ▶ **性格主動、積極追求成功事業**
Outgoing personality, self-motivated and aggressive to be succeed
- ▶ **熱衷投身於酒店行業**
Keen on building a career in the hospitality industry
- ▶ **喜歡與人合作，良好人際關係及溝通技巧**
Enjoy working with people, have good interpersonal and communication skills

計劃概覽 Programme Overview

從酒店部門中選擇一個為培訓的主部門，一個為副部門
Select one CORE department and one MINOR department from below departments as your preference choices

客務部 / 管家部 / 餐飲部 / 娛樂場管理部 / 資訊科技及影音部 / 財務部 / 企業傳訊部 / 人力資源部
Front Office / Housekeeping / Food & Beverage / Casino Management / IT Systems & AV / Finance / Corporate Communications / Human Resources



為期十五個月的行政專員計劃分為三個階段，學員將按照個人意願選擇兩個部門進行在職培訓，學習該部門的日常運作及行政管理基礎技能。同時，計劃將加強學員的領導技能，包括團隊管理、決策思維、組織能力、應對技巧以及協助提升學員的獨立思考、適應力、創新、與人溝通及責任感的個人綜合技能。在培訓計劃中，部門督導將給予悉心指導，協助學員發揮潛能並完成培訓計劃。

Trainee will be trained in two preferred departments within 15-month Executive Trainee Programme that composed of three stages. Through the job trainings, trainee will expose to the selected departments, to learn their operations and related management skills. Executive Trainee Programme strengthens trainee's capabilities of leadership including team management, decision-making, organizing and problem-solving skills as well as personal growth including critical thinking, adaptability to change, innovation, communication and responsibility. During the programme, senior executive will conduct trainee to develop potential and complete the programme.

計劃獎賞 Programme Reward

於計劃期間 During the Programme

- ▶ **高於行業平均水平的薪酬待遇**
Above industry average remuneration package
- ▶ **度身訂造的學習計劃**
Tailor-made learning programme
- ▶ **部門督導全方位的指導**
Full-scale valuable advice from senior executive

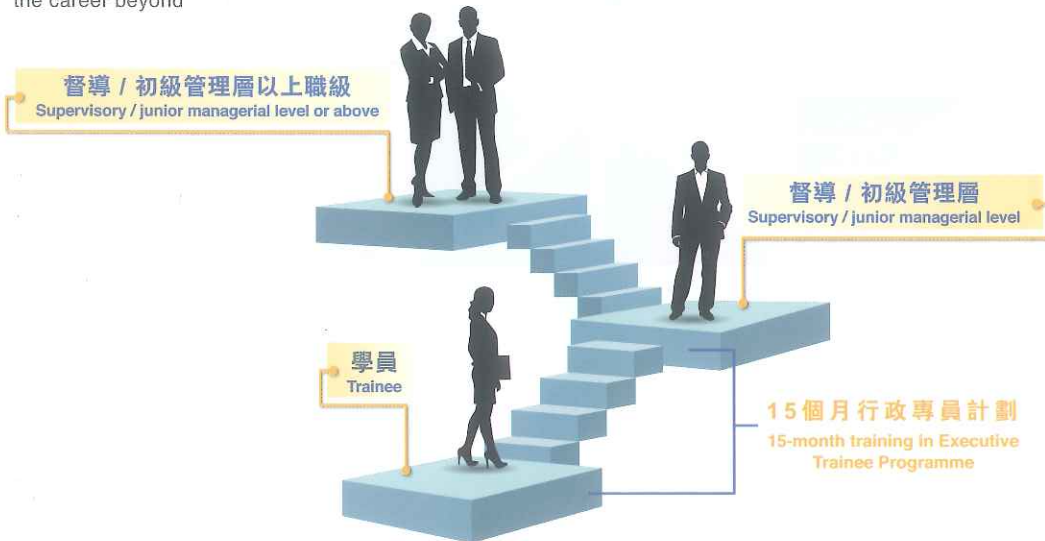
完成計劃後 Completed the Programme

- ▶ **獎金**
Bonus
- ▶ **專業及領導技能的提升**
Developed functional and leadership competences
- ▶ **保證可達至督導 / 初級管理層的職級**
Guaranteed supervisory / junior managerial level

事業發展之路 Career Development

完成培訓計劃後，學員將擔任督導的角色，並繼續發展其事業高峰

Trainee will be offered a supervisory position after completed the Executive Trainee Programme and develop the career beyond



申請及查詢 Application and Enquiries

如您希望以行政專員計劃作為您的事業起點，歡迎踴躍參與，成為澳門凱旋門管理團隊的一分子。應徵者請將詳細履歷電郵至 hr-recruit@larcmacau.com。如有查詢，歡迎致電 (853) 8860 8205 與人力資源部聯絡。

You are welcome to join L'Arc Macau management team. If you are passionate to start your career through the Executive Trainee Programme, please email your detailed resume to hr-recruit@larcmacau.com. For enquiries, please contact Human Resources at (853) 8860 8205.