



[Poly Auction \(Hong Kong\) Limited](#) is pleased to announce that our Autumn Auction 2019 will be held from 2 October 2019 (Wednesday) to 7 October 2019 (Monday). We are seeking high caliber candidates to join this event.

Major Responsibilities

- Greet and provide excellent services to our prestige clients
- Handle clients' enquiries during exhibition and auction
- Provide on-site support and other ad-hoc duties
- Support to the assigned departments
- Assist in set up and unpack for exhibitions

Qualifications

- University under-graduate or graduate from Territory institution
- Experience in exhibitions or events is an advantage
- Fluent in spoken Cantonese, Mandarin and English
- Excellent interpersonal and communication skills
- Pleasant, cheerful, self-disciplined and proactive
- Responsible and a good team player

Schedule

Venue : Grand Hyatt Hotel & St. Regis Hotel, Wanchai

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
2 Oct (Wed)	Set Up	13:00 – 00:00
3 Oct (Thu)	Exhibition	09:00 – 21:00
4 Oct (Fri)	Exhibition	09:00 – 21:00
5 Oct (Sat)	Exhibition and Auction	09:00 – 21:30
6 Oct (Sun) Public Holiday	Exhibition and Auction	09:00 – 21:30
7 Oct (Mon) Public Holiday	Auction, Collection and Unpack	09:00 – 22:00

*Priority will be given to those who can work for whole period

Remuneration

1. \$60 per hour for new hires
2. \$65 per hour for event assistants who worked for our last Spring Auction 2019 or who worked for 3 of our auctions before
3. \$70 per hour for event assistants who worked for 6 of our auctions consecutively (i.e. Autumn 2016-Spring 2019)
4. \$5 per hour will be deducted for non-attendance, unpunctuality and improper grooming
5. Lunch will be provided for duty before 1:00pm
6. Dinner will be provided for off duty after 8:30pm
7. Taxi / other public transportation can be reimbursed if you are required to work beyond 12am

Referral Bonus

\$100 per new event assistant referral bonus will be eligible for existing event assistant with the following criteria:

1. Both parties should complete our Autumn 2019 Roster
2. The referee should participate at least 5 days during Autumn Auction 2019

Training

1. 1.5-hours compulsory training is required for all new hires (Paid)

Dress Code

1. Business attire
2. Full black suit
3. Plain white shirt
4. Plain black shoes

Details will be distributed when your offer is confirmed

Application

Interested parties, please complete the form <https://bit.ly/2KSoKcp> by **11 Sep 2019 (Wednesday)**.

You are most welcome to forward this email to other interested parties. We will contact new application for interview shortly. If you do not hear from us by 30 September 2019, you may consider your application unsuccessful.