



[Poly Auction \(Hong Kong\) Limited](#) is pleased to announce that our Spring Auction 2019 will be held from 28 March 2019 (Thursday) to 2 April 2019 (Tuesday). 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, Wanchai

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
28 Mar (Thu)	Set Up	13:00 – 00:00
29 Mar (Fri)	Exhibition and Set Up	09:00 – 00:00
30 Mar (Sat)	Exhibition	09:00 – 21:00
31 Mar (Sun) Public Holiday	Exhibition and Auction	09:00 – 21:00
1 Apr (Mon)	Exhibition and Auction	09:00 – 21:00
2 Apr (Tue)	Auction, Collection and Unpack	09:00 – 21:00

* New applicant must work either on 29 Mar, 1 Apr or 2 Apr

* 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 Autumn Auction 2018 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. Spring 2016-Autumn 2018)
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 Spring 2019 Roster
2. The referee should participate at least 5 days during Spring 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://goo.gl/UxSNCi> by **8 March 2019 (Friday)**.

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 26 March 2019, you may consider your application unsuccessful.