



The Swire Hotels, Beijing
Management Trainee Programme

- **What is the aim of this programme?**

To attract and recruit talented graduates to ensure sufficient talent in the pipeline for further growth and success of Swire Hotels in China. To help graduates develop their hard and soft skills in all aspects of hotel business.

- **What would the trainees be doing?**

A 18-month programme starts with a familiarisation programme to give them a real insight into different aspects of the hotel operation. They will be assigned to work in all of the hotel's major operational departments (Guest Experience, Restaurants & Bars and Housekeeping).

On-the-job training in other areas such as Sales & Marketing, People Development and Finance will be arranged to help them have an overview and understanding of how the entire hotel operates.

They will then move on to understanding the role of the manager and to further develop their managerial skills. They will be assigned projects in specific areas to solve real business problems.

During the programme, a series of classroom based trainings will be provided to trainees to develop their skills in leadership, strategic thinking and planning.

- **Where would the programme lead you?**

By the end of the programme, trainees will have a good understanding of hotel operations as well as the skills and knowledge to develop a rewarding career in Swire Hotels. Successful completion of the programme will lead the trainee to a supervisory or managerial position in operational departments depending on their progress. Their performance and growth will be continuously tracked after the 18 month programme.

- **Support**

At the beginning of the programme, each trainee will be assigned a mentor to support them all the way through the programme. During the programme, their performance and progress is constantly assessed, so they always know how they are developing. Each of them will be supported by People Development and their assigned mentor. A monthly review meeting will be arranged with each trainee, their responsible department leader and a member from People Development to discuss progress, barriers and support where needed.

- **Entry requirement**

Bachelor's Degree in hotel, tourism or business management or other relevant discipline

A real passion for customer service and hotel industry

An enthusiasm for new and exciting challenges

A clear and confident communicator

Good command of Mandarin and English (Speaking, Reading and Writing)

Due to work permit restriction, this programme is for PRC nationality only

- **Application process and how to apply?**

Submit both English and Chinese CV to miksonji@swirehotels.com

Complete the assessment questionnaires

Invite for interview

Trial work in hotel

Please note that all candidates may invite to a selection event will be re-tested to verify their test results.

- **Allowance & Benefit**

RMB 4000/month training allowance

RMB 2000/month accommodation allowance on reimbursement basis (for non-local residence only)

Life and accidental insurance

Social insurance

Housing funding

Uniform and duty meals (2 meals per work day)

RMB 500 credit / month in Restaurant & Bar outlets to experience services as a guest

*The deadline for application is 30th June 2016