



RECRUITMENT INFORMATION

LUNE PRODUCTION is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

Position : **OPD STAFF** (Part-time)
Report to : FRONT OFFICE SUPERVISOR
Working location : SAIGON OPERA HOUSE

I/ RESPONSIBILITIES:

- **Be responsible for show set-up & hygiene**
 - Manage the branding demonstration and setup for the show
 - In charge of logistic of the show (seats, baggage claim tags...)
 - Maintain the hygiene during the operation time
- **Customer service**
 - Present a high level of customer service toward the guests and partners
 - Provide accurate information and helpful recommendations for customers
 - Solve customer's problems timely and efficiently
- **Ensure the theater regulations**
 - Protect the show's IP
 - Prevent the guests from violating the theater regulations (No camera & cellphones during the show time...)
- **Ensure the safety and securities of guests**
 - Collect counterfoils of the guests to manage the headcount inside the auditorium
 - Evacuate the guests in case of emergency
- **Other assigned tasks by Supervisor on duty**

II/ REQUIREMENTS:

- Student at College/ University in related majors: Commerce, Marketing or Finance...;
- Fluency in speaking English;
- Communication and negotiation and convincing skills;
- Planning and organizing skills;
- Ability to work effectively within a team;

- Accuracy and attention to detail;
- Having friendly and professional attitude;

Please kindly send your CV via humancapital@squaregroup.com.vn

HUMAN CAPITAL DEPARTMENT