

OVOLO GROUP INTERNSHIP PROGRAMME



There's something happening here.



Highly Commended - Hotel Brand of the Year - HM Awards 2016



Highly Commended - Property and Superior Hotel of the Year - 2016 TAA NSW Annual Awards



Sydney's Best New Hotel - 2016 The Australian - Wish Magazine



Finalist - Best HK Retail & Hospitality Brand - 2016 SCMP Enterprising HK Brand Awards



Manpower Developer - 2016-18 ERB Manpower Developer Award



Top Hotel Destination in Sydney - 2016 Monocle Magazine



Top 5 Best Hotels in Australia - 2017 TripAdvisor Travelers' Choice Awards



Top 15 Best Hotels in South Pacific - 2017 TripAdvisor Travelers' Choice Awards



Top 25 Hotels for Service - China - 2017 TripAdvisor Travelers' Choice Awards



Member of Design Hotels™ - Ovolo Southside

WHO ARE WE?

WE ARE A DYNAMIC, UNIQUE AND TRENDY LIFESTYLE HOSPITALITY COMPANY THAT PROVIDES GUESTS WITH THE BEST IN EFFORTLESS LIVING!!!

BACKGROUND

Ovolo Hotels is an independent hospitality company, headquartered in Hong Kong, that own and operate a collection of individually designed lifestyle hotels and serviced apartments. The company keeps in touch with the modern traveller through award-winning interiors, detail-driven comforts, focused all-inclusive services and cutting-edge en-suite technology, all done in signature style. Founded by Girish Jhunjhnuwala in 2002, Ovolo is a proud Hong Kong brand and remains a family owned and privately operated business with a charitable core. Ovolo now runs five hotels and serviced apartment properties in Hong Kong and three hotels in Australia. With upcoming projects in Australia and others being considered across Asia, Ovolo is taking the brand to a larger, international audience and giving more shiny happy people a chance to enjoy their bright rooms and bright ideas.

MISSION

Make our guests shine everyday

+

Happy and productive workplace

+

Meaningful contributions to people and society

VISION

shiny
happy
people

We set the stage for Effortless Living. Our Mission is to see Shiny Happy People All Around, walking in and out of our hotels, sitting at our desks in the office. We want everyone to be happy, and that is the ultimate achievement in life, after all.

OUR ACHIEVEMENTS SO FAR

Ovolo Hotels belong under the Hind Group umbrella. In 2002, Hind Group opened its first flagship serviced apartment property in the heart of Hong Kong's Central business district.

Ovolo Hotels' portfolio has now grown to 8 properties across Hong Kong and Australia.



THE FUTURE

Ovolo's past was bright and its future even brighter.

We are taking our brand to a larger, international audience and giving more shiny happy people a chance to enjoy our bright rooms and bright ideas.

PROGRAM HIGHLIGHTS

- Ranges from 3 to 12 months, to get acquainted with the real business operations experience
- Comprehensive exposure to different departments and different types of properties within Ovolo Hotels (pending on the length of your internship) or
- Option to choose a training focus (i.e. rooms division or F & B)
- Close working contact with managers
- Participating in discussions/workshops with management and other interns
- Developing and presenting valuable business projects to senior management
- Comprehensive performance feedback

THE PROGRAM ALSO INCLUDES

- Company CSR program
- Team engagement group activities
- Professional guidance and coaching
- Five day work week (where applicable)
- Medical coverage
- Monthly allowance
- Free accommodation (for overseas interns)

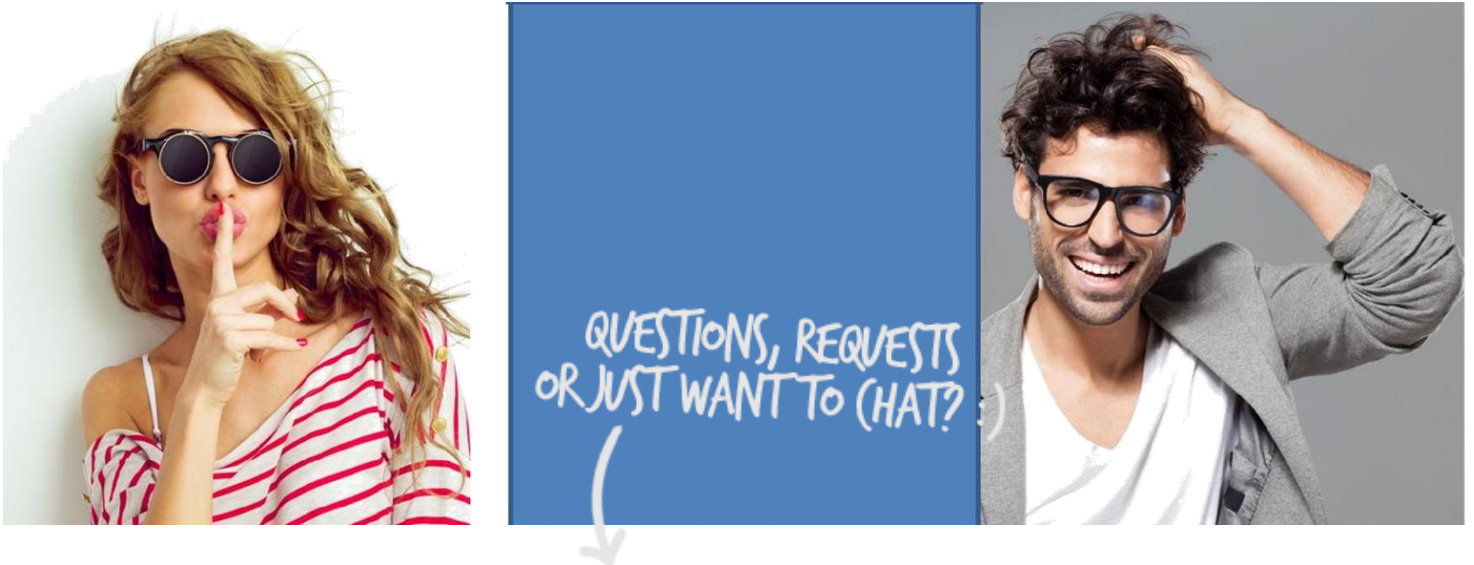


WE ARE LOOKING FOR SOMEONE WHO...

- Likes to challenge conventional thinking and is a fan of big, bright and bold ideas
- Enjoys a design oriented, fast paced environment driven by innovation
- Is committed to delivering high levels of customer service and has flexibility to respond to a range of different work situations
- Likes a fun working environment, our mission of Shiny Happy People All Around and loves to work on their own and in a team
- Has bags of positive attitude and possesses great communication skills

APPLICATION DETAILS

- Applications is accepted throughout the year
- Potential candidates will then be scheduled for an in-person, telephone or Skype meeting with perspective department
- Final candidate selection will be made by respective department head together with the Human Resources team



Interested candidates may contact HR Dept. by email to hr@ovologroup.com.

For more details, you could visit:






www.ovolohotels.com




Ovolohotels and Ovolo-Hotels-Shiny-Happy-People

<https://www.linkedin.com/company/ovolo-group-hotels-&-serviced-apartments>



ovolo HOTELS INTERNSHIP PLACEMENTS

Department Exposure	Learning Goal	Content Overview
 Head Office	<ol style="list-style-type: none"> 1. Welcome, meet and greet with students 2. Provide an introduction of the Company 	<ol style="list-style-type: none"> 1. New employee induction program 2. Safety awareness training at work
 Housekeeping	<ol style="list-style-type: none"> 1. Understand the Ovolo standard of cleanliness and setting in a guest room 2. Practice and gain hands-on experience in making a room 	<ol style="list-style-type: none"> 1. Training in housekeeping methods and procedures 2. Cleanliness standard, room set up and bedding 3. Cleaning rooms, room inspections, and other assigned duties 4. Shadow housekeeping supervisor
 Front Office	<ol style="list-style-type: none"> 1. Understand front desk daily operation 2. Hands-on experience on performing check in/out Handle daily admin	<ol style="list-style-type: none"> 1. Introduction to front desk and meet & greet procedures and complaint handling 2. Perform check in / out and meet & greet 3. Familiarization on night audit 4. Shadow Ovolo Ambassador on daily operations 5. Introduction to front desk supervisor duties
 Front Office	<ol style="list-style-type: none"> 1. Understand front desk daily operations 2. Hands on experience on performing check in/out 3. Handle daily admin 	<ol style="list-style-type: none"> 1. Introduction to front desk and meet & greet procedures and complaint handling 2. Perform check in / out and meet & greet 3. Familiarization on night audit 4. Shadow Ovolo Ambassador on daily operations 5. Introduction to front desk supervisor duties
 F&B	<ol style="list-style-type: none"> 1. Basic introduction to the Restaurant and Bar 2. Hands-on experience on providing highest standard service 3. Experience on F&B operation 4. Learn the safety standards in restaurant operation. 	<ol style="list-style-type: none"> 1. Introduction to restaurant and bar and learn their concept 2. Work alongside with kitchen team on a rotational schedule 3. Job rotation to experience all positions within restaurant and bar 4. Shadow F&B Manager on daily operations

 Reservation, Sales & Revenue	<ol style="list-style-type: none"> 1. Understand the Brand DNA and our pricing strategy 2. Understand key partners and contributor to Ovolo 3. Familiarization on supporting documents and procedures (contracts, credit, etc.) 4. Introduction to clientele's segment (corporate, wholesale, group, E-channels, long stays) 5. Introduction to proactive sales activities 	<ol style="list-style-type: none"> 1. Introduction to Hospitality Sales 2. Revenue management 3. OTA and Reservation familiarization 4. General admin 5. Competitor info and pricing dynamics
 Marketing	<ol style="list-style-type: none"> 1. Understand the Brand DNA 2. Learning fundamental marketing skills 3. Gain broad experience in various aspects of marketing 	<ol style="list-style-type: none"> 1. Marketing overview 2. Assist in media planning for local and regional marketing campaigns 3. Support Online/Offline, BTL/ATL marketing campaigns 4. Handle English & Chinese Social Media platforms.
 Human Resources	<ol style="list-style-type: none"> 1. Acquire the basic of recruitment and selection process 2. To learn about how the L&D function contribute to the company 	<ol style="list-style-type: none"> 1. L&D overview 2. Introduction on training cycle 3. L&D assignment 4. General admin

OVOLO GROUP INTERNSHIP PROGRAM – APPLICATION FORM

<p>YOUR ENGLISH NAME:</p> <p>YOUR CONTACT NUMBER:</p> <p>YEAR OF GRADUATION:</p> <p>COUNTRY OF CITIZENSHIP:</p>	<p>YOUR (CHINESE) NAME:</p> <p>YOUR EMAIL ADDRESS:</p> <p>SKYPE ADDRESS:</p> <p>REFERRER'S NAME & ID:</p>
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WHAT ARE YOU LOOKING FOR?

- Student Internship (6 months)
- Student Internship (12 months)
- Summer Interns (3-4 months)
- Others _____ Months

FOR SUMMER INTERNS, PLEASE CHOOSE THE POSITION AND INDICATE YOUR PREFERENCE BY NUMBERING (1-3), WITH 1 BEING YOUR FIRST CHOICE.

- Hotel Operations
 - Food & Beverage (CIRCLE, ABOVE, Lo-Lounge)
 - Support Team (i.e. Marketing, Human Resources, Sales & Reservations, Procurement)
- A minimum of 3 months working period is required per dept.

HIGHEST EDUCATION LEVEL (ACHIEVED AND/OR WORKING TOWARDS):

- | | | |
|--|--|---|
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Higher Diploma |
| <input type="checkbox"/> Associated Degree | <input type="checkbox"/> Diploma | <input type="checkbox"/> Certificate |

UNIVERSITY / COLLEGE: _____

COURSE TITLE: _____

WHEN CAN YOU START WITH US? _____

Please submit the application form together with your CV to HR Dept., email at hr@ovologroup.com or mail to Ovolo Group, 15/F, Universal Trade Centre, 3 Arbuthnot Road.

