

Wynn Macau Internship Program 2020

Division	Position	Department	Job Description	Requirements	No. of vacancy	Allowance (MOP)	Contact email
Human Resources	Internship Trainee	Human Resources – Employment	<ul style="list-style-type: none"> •Provide professional and warm services to all candidates and employees •Handle candidates enquires related to all employment matters •Support the daily operations of Recruitment Centre •Assist in the coordination of recruitment related events and activities •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
Human Resources	Internship Trainee	Human Resources – Employee Services	<ul style="list-style-type: none"> •Station at Human Resources Service Counter and provide supports to employees •Assist in checking the employee facilities •Involve mainly on the coordination and assistance on employee events and activities •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
Human Resources	Internship Trainee	Human Resources – Employee Relations	<ul style="list-style-type: none"> •Assist in the coordination of Employee Relations related seminars, workshops, events and activities •Arrange exit interviews •Assist in handling the counselling notices •Maintain an efficient and up-to-date filing system •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com
Human Resources	Internship Trainee	Human Resources – Compensation & Benefits	<ul style="list-style-type: none"> •Station at Compensation & Benefits Counter and provide supports to employees •Support the daily operations of the Compensation and Benefits Counter •Maintain an efficient and up-to-date filing system for all employees’ benefits and compensation status •Arrange pre-employment and contract signing session for new employees •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Administration – Training	<ul style="list-style-type: none"> •Assist in developing training manuals and handbooks •Maintain an efficient and up-to-date record of training calendar •Facilitate the trainers to keep track of the training schedule and students attendance record •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Bell, Door & Valet	<ul style="list-style-type: none"> •Assist in the daily operations of Bell, Door & Valet department •Understand the procedures of handling guest luggage, newspapers handling, hotel and room orientations •Familiarized with working in the Porte Cochere •Understand the work relation between Job Controller, Bellperson & Doorperson •To be familiar on the arrival and departure process and understand Wynn Service Standards 	<ul style="list-style-type: none"> •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Floral	<ul style="list-style-type: none"> •Assist in the daily operations of Floral department •Provide technical supports to floral designers •Get familiar with the basic knowledge of flower features and arrangements •Coordinate with different departments relating to floral setting creation and arrangements •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Front Office	<ul style="list-style-type: none"> •Understand the overall operations of the department and be able to meet Wynn Service Standards •Learn basic knowledge of service requirements and procedures •Get familiar with check-in and check-out procedures •Handle guest enquires with professional and warm manner •Involve in Front Office related system training 	<ul style="list-style-type: none"> •Good command of spoken and written in English, Chinese (Cantonese and Mandarin), other foreign languages an advantage •Knowledge of Fidelio and Opera an advantage 	5	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Guest Services Centre	<ul style="list-style-type: none"> •Understand the overall operations of the department and be able to meet Wynn Service Standards •Learn basic knowledge of service requirements and procedures •Answer all incoming calls promptly and courteously •Handle guest enquires with professional and warm manner 	<ul style="list-style-type: none"> •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) •Knowledge of SDC, Opera, Respak, Maximo or FCS an advantage 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Housekeeping	<ul style="list-style-type: none"> •Understand the overall operations of the department and be able to meet Wynn Service Standards •Learn basic knowledge of room cleaning and bed making procedures •On-the-job training with Houseperson, Guest Room Attendant, Supervisor, Office Coordinator and Minibar Store Coordinator •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good working knowledge of MS Office including Word, Excel and Outlook •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations – Laundry	<ul style="list-style-type: none"> •Learn basic knowledge of service requirements and procedures •Get familiar with the washing formula overview procedures and guest laundry workflow •Understand the overall equipment and machines operating procedures •Provide administrative supports to the department 	<ul style="list-style-type: none"> •Good command of spoken and written in English, Chinese (Cantonese and Mandarin) •Knowledge of use, handling and storage of cleaning chemicals and textiles an advantage •Good working knowledge of MS Office including Word, Excel and Outlook 	2	5000	recruit@wynnmacau.com

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Hotel Operations	Internship Trainee	Hotel Operations - Limousines Services	<ul style="list-style-type: none"> Learn basic knowledge of service requirements and procedures Understand the overall operations of the department Handle limousine services request or booking Dispatch driver and car washer for operations Involve in system training related to Limousine Services 	<ul style="list-style-type: none"> Good command of spoken and written in English, Chinese (Cantonese and Mandarin) Opera and/or Fast-Track an advantage 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations - Public Area	<ul style="list-style-type: none"> Learn basic knowledge of service requirements and procedures Understand the overall operations of the department Get familiar with Public Area and back of house area cleaning procedures Provide administrative supports to the department 	<ul style="list-style-type: none"> Good working knowledge of MS Office including Word, Excel and Outlook Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations - Spa	<ul style="list-style-type: none"> Learn basic knowledge of service requirements and procedures Understand the overall operations of the department and be able to meet Wynn Service Standards Assist in Spa reservations handling and reception services Understand basic treatment knowledge Involve in system training related to Spa Operations 	<ul style="list-style-type: none"> Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com
Hotel Operations	Internship Trainee	Hotel Operations - Uniform Room	<ul style="list-style-type: none"> Learn basic knowledge of service requirements and procedures Understand the overall operations of the department Get familiar with uniform quality checking and fitting process Involve in system training related to Uniform Room 	<ul style="list-style-type: none"> Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	2	5000	recruit@wynnmacau.com
F&B	Internship Trainee	F&B - Services	<ul style="list-style-type: none"> Understand the overall operations of the fine dining or casual dining restaurants and be able to meet Wynn Service Standards Be familiar with Forbes 5-Star service standards Greet guests in a warm, welcoming and courteous manner Provide excellent and professional services to guests Address to guests requests and enquires promptly 	<ul style="list-style-type: none"> Good command of spoken and written in English and Mandarin, Cantonese an advantage 	8	5000	recruit@wynnmacau.com
F&B	Internship Trainee	F&B - Culinary	<ul style="list-style-type: none"> Understand and experience the overall process of different fine dining and casual dining production kitchens Be familiar with Forbes 5-Star food quality standards Assist in the daily operations of the assigned production kitchens Participate in the preparation of ingredient and food productions process 	<ul style="list-style-type: none"> Good command of spoken and written in English and Mandarin, Cantonese an advantage 	8	5000	recruit@wynnmacau.com
F&B	Internship Trainee	F&B Banquet Services & Catering Sales	<ul style="list-style-type: none"> Understand the overall operations of the department and be able to meet Wynn Service Standards Assist in the coordination of all external and internal banquet events Get familiar with the departmental operating flow, standards and procedures Facilitate the Banquet team to organize the banquet events Provide administrative supports to the department 	<ul style="list-style-type: none"> Good working knowledge of MS Office including Word, Excel and Outlook Good command of spoken and written in English, Chinese (Cantonese and Mandarin) 	1	5000	recruit@wynnmacau.com