



## 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** : **FRONT OFFICE STAFF (Full-time)**  
**Report to** : FRONT OFFICE SUPERVISOR  
**Working location** : HANOI

### **I/ RESPONSIBILITIES:**

#### **❖ Ticketing Agent:**

- Approach, introduce the shows and sell tickets, merchandise to guests;
- Maintain customer service in the Front Office Dept.

#### **❖ Show operation:**

- Arrange, decorate the lobby area before and after the shows;
- Check the seats inside the auditorium and signage system...;
- Guide customers to their seat. Observe and assist customers' demand before, during and after the show;
- Ensure safety for customers during the show;
- Implement Company's policies for customers accurately;
- Co-operate with members in team to provide the best service to customers.

### **II/ REQUIREMENTS:**

- Students in related majors: Hospitality/ Tourism/ Languages...;
- Proficiency in speaking in English or other foreign languages;
- Having teamwork spirit, friendly and professional attitude;
- Having good health and being able to work under the pressure;
- Ability to work in weekend and Tet/ Public Holidays.

Please kindly send your CV via [humancapital@squaregroup.com.vn](mailto:humancapital@squaregroup.com.vn)