

ovolo

HOTELS

ROOKIE TO ROCK STAR

Australia Management Trainee Program



At Ovolo our pulse beats to a different drum.

We embrace creativity and let individual personalities flourish.

We promote F.U.N. in everything we do!

Hello ROCK STAR

WELCOME TO THE oVOLUTION!

If anyone knows the importance of being different, it's Ovolo.

Since day one we've always done things our own way because we are disrupters and we love it.

The question isn't who is going to let me; it's who is going to stop me.

This handbook will guide you from rookie to rock star. Shine on the Ovolo stage and performing to the highest level everyday!

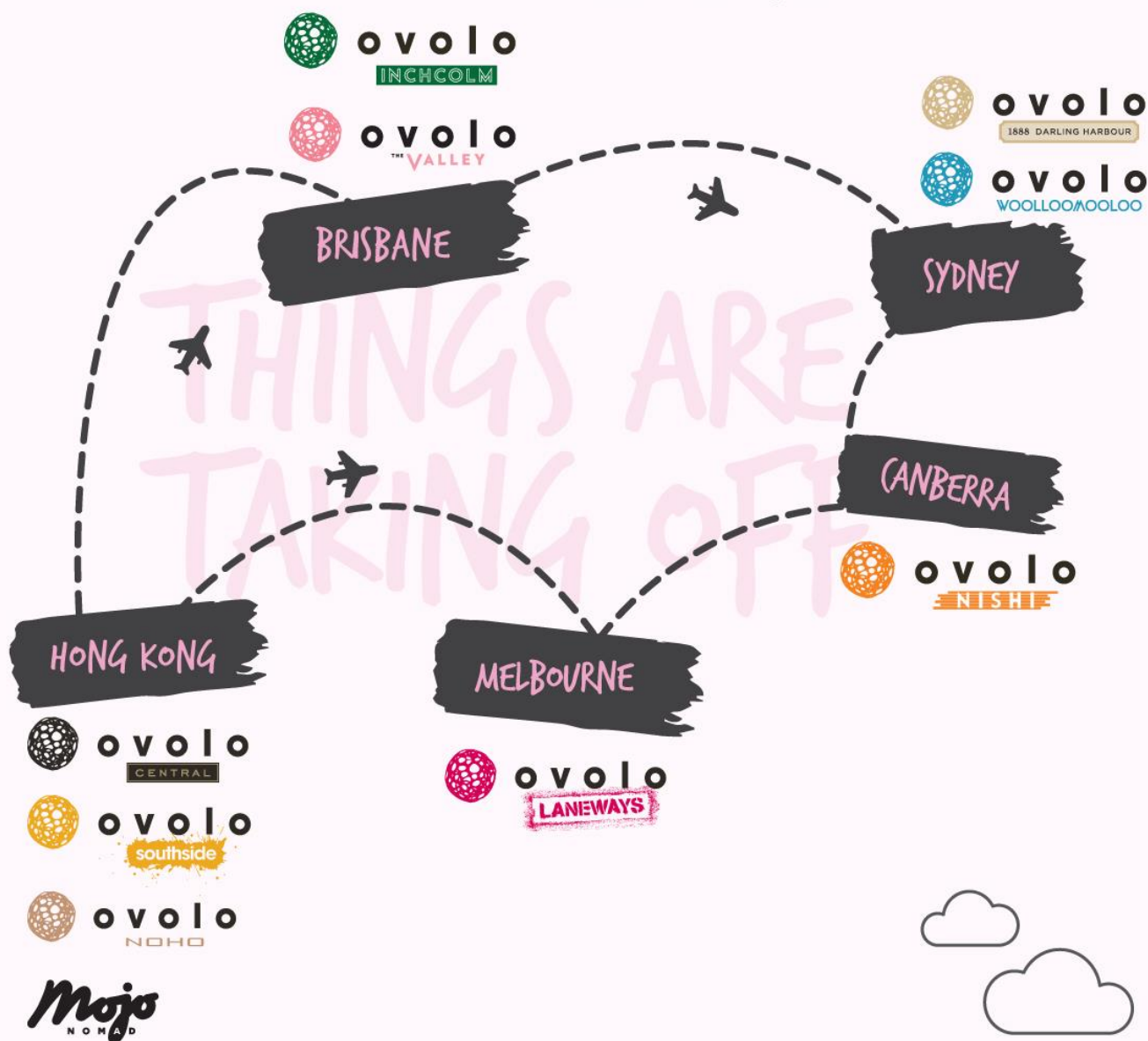
Stay shiny, stay happy,
Team Ovolo



HERE'S OUR STORY

MEET OUR FAMILY

AND MORE TO COME ...



OUR MISSION & VISION

SHINY HAPPY
PEOPLE

Sit at the very heart of the Ovolo DNA, '*Shiny Happy People*' anchors the Ovolo business and the decisions we made every day.

Driven by our effortless living ethos, helping people to **shine** lies in everything we do. Waking up shinier and more optimistic whenever you are with Ovolo.

Of course, **happiness** is infectious. Walk in and out of our hotels, sitting at our desk, serving our guests. Everything we do, everything we do it.

It's why we are working hard to create inspired workplaces and meaningful contributions to **people** and society.

WHO'S LEADING THE OEVOLUTION



GIRISH JHUNJHUNWALA
(CHAIRMAN & CEO)

- Winner of 2016 EY Entrepreneur of the Year for Hong Kong & Macau Region, is the lifelong entrepreneur, founder and visionary behind Ovolo Hotels in Hong Kong and Australia.
- Girish has always been about challenging industry convention, thinking differently and creating intuitive new concepts that deliver from a genuine customer's point of view
- Under Girish's leadership, Ovolo has quickly grown from one property into a diversified international hospitality company that currently owns and operates a collection of nine individually designed properties in Hong Kong and Australia



DAVE BASWAL
(COO / CO, AUSTRALIA)

- Heading up Ovolo Australia Operations, Dave brings with him over 15 years' experience within the hospitality industry. An exemplary hospitality executive who creates strategic alliances with organisation leaders, Dave is driven by a consistent goal for effectively aligning with and supporting key business initiatives across a company's portfolio. He builds and retains high performance teams by hiring, developing and motivating skilled professionals.
- Dave joined Ovolo Group's Australian team with a goal of driving the Hong Kong-based brand's further expansion into the Australian market. Dave brings a wealth of knowledge and experience to lead the Ovolo Australia Team.

IT'S ALL ABOUT YOU

That's right, being part of our rock band you will enjoy all these fun-loving benefits and activities. It's all covered! ... Why? Because we love you, man!

SWEET
SWEET
PERKS



#OVOLOLOVESMTS



#DOGOODWITHOVOLO

JOIN SOCIAL
ACTIVITIES &
SHARE THE LOVE



COACHED BY
ROCK STAR LEADERS

With Monthly learning
allowance



5-DAY WORK WEEK
(where applicable)



#PARTYWITHOVOLO

WE WORK HARD & PLAY HARD
JOIN THE FUN



LOOKING FOR FUTURE ROCK STARS

STAY ONE STEP AHEAD.

If you have relevant education background or work experience in hotel industry, congratulation! Don't be sad if you don't, as long as you are unconventional and enthusiastic, welcome to our band!

IF YOU THINK YOU ARE AWESOME, YOU ARE IN! Well, we also don't mind if you are ambitious, enthusiastic, creative, quirky, innovative, engaging, hard-working..... just to name a few.

WE CREATE INSPIRING WORKPLACE, BUT YOU ARE THE ONE TO MAKE IT HAPPENED.

Be an excellent communicator, embrace personal relationships.

Stay curious everyday, and let your personalities flourish...

THERE'S SOMETHING HAPPENING HERE

Our Operations Management Trainee (MT) Program is a **YOU-NIQUE** program that grows you from **ROOKIE** to **ROCK STAR**. After completion of the programme, you will be rock n' rolling the Ovolo stage as a leader!

In this 12-months programme, you will rotate across the operation team and the shared service team. Starting as being part of the crowd in each department, and gradually develop the skills sets to be managers' and supervisors' best friends.

The duration in each department ranged from 1 week to 3 months. Minimum one cross-property exposure will be arranged to exchange best practices.

WHATEVER YOUR STYLE IS, WE ARE UP FOR IT.

Ditch what anyone else thinks, your MT Programme is all about YOU. It's how you equip yourself to be a future leader. Lead at least one business project during your time, and experience how to challenge convention and make an impact.

An MT programme that could only be yours, create your own experiences that worth remembering.

NO TWO MT EXPERIENCES ARE THE SAME. ALWAYS DIFFERENT, ALWAYS DELIGHTFUL.

At Ovolo, we create engaging and inspiring environments that provide personal coaching experiences and quarterly performance evaluation. Our Hotel Managers and General Managers will work closely with you to help you grow and shine brightly every day.

We promote **F.U.N.** in everything we do.

GROW WITH OVOLO AND ENJOY THE RIDE!

SPIN ME AROUND – Program outline

Duration	Department	Learning Goal	Responsible by
1 Day	Human Resources	O'boarding, Meet & Greet with key stakeholders.	Human Resources Officer
		Morning Coffee with COO/ GM & Hotel Site Inspection.	
		Welcome to Ovolution within 1st month.	
3 months	Housekeeping	Shadow Housekeeping Manager by cleaning guest rooms, public areas, hotel exterior, back of house areas and other designated areas.	Housekeeping Manager
		Learn about the cleaning cost/ per and get involved in practices according to the occupancy and manpower budgets.	
3 months	Front Office	Shadow Front Office Manager on Protel check in/ out process, meet & greet VIP guests, making reservations and complaint handling.	Operations/ Front Office Manager
		Familiarization on daily concierge and night audit duties.	
3 months	Food & Beverage	Shadow F&B Manager on F&B serving in Restaurant, Cafe, Bar, Lo Lounge, in-room dining, conference and events.	Food & Beverage Manager
		Understand the F&B operations / safety / hygiene standards	
1 week	Sales	Shadow Sales Managers and understand the sales strategy, including wholesale & inbound distribution.	Senior Sales Manager
1 week	Revenue	Shadow Group Revenue & Distribution Director for competitor info and pricing dynamics.	Group Revenue & Distribution Director
1 week	Marketing	Shadow Director of Marketing to understand the Brand DNA, assist in media planning for marketing campaigns and Social Media platforms.	Director of Marketing
1 week	Human Resources	Shadow Group HR Manager and Learning & Development Manager to engage in CSR & Engagement activities and prepare training materials and facilitate training.	Group HR Manager and Learning & Development Manager
1 week	Finance	Shadow Group Director of Finance and get to know the audit control process.	Group Director of Finance
2 months	Self-selected department	Deep dive in one of the department that most interest you, get prepare to be the next ROCK star at Ovolo.	Buddy system

QUESTIONS, REQUESTS
OR JUST WANT TO CHAT?



OvoloHotels



OvoloHotels



ovolohotels

www.ovolohotels.com

Email us at
growwithovolo@ovolohotels.com

No two MT experiences are the same.
Always different, always delightful.

An MT program that could only be yours,
create your own experiences that worth
remembering.

YOU ARE
OVOLLO

Let's live the Ovolo brand everyday.
Breath it, enjoy it, and of course, love it.