

Executive Officer I (Ref: 2400459) Estates Office

The appointee will provide administrative assistance and support to the Estates Office for all the estates related matters including not only the facility management functions such as cleaning, security, landscaping, venue booking, repairs and maintenance, sports management and transportation arrangement but also implementation of works projects of different scales and nature etc. He/she is also required to provide secretarial and executive support to the senior members of the Estates Office/committees/working groups; organize meetings/events/functions/visits; give support in quality assurance; supply information and data to the senior management; supervise supporting staff; assist in resources allocations and space management, and perform any other duties as assigned.

Applicants should possess a recognized University degree, preferably in Property/Housing/Facility Management or related disciplines with at least 7 years of relevant post-qualification experience. They should be highly dynamic, attentive to details with multitasking skills and able to work independently with minimum supervision. Applicants should have strong communication, interpersonal, organizational, and problem-solving skills with a high sense of responsibility; excellent command of written English and Chinese; strong literacy in computer applications such as MS Word, Excel, PowerPoint. Holding corporate membership with a recognized professional body (e.g. HKIH, HKIS or RICS) and a license from the Property Management Services Authority and possession of working experience in tertiary education institutions will be a strong advantage.

Shortlisted candidates may be required to sit for a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **21 May 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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