

Facility Management Trainee (Campus Sustainability) (Ref: 2300017) Estates Office

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be responsible for assisting in preparing and implementing various sustainability programs to be launched on campus, organizing educational activities for the campus community, coordinating with student ambassadors/volunteers in promoting sustainable practices and fostering green campus culture. In addition, he/she will liaise with different departments/units of the University, as well as other local universities and green groups in matters related to campus sustainability. He/she will also be required to perform duties related to Facility Management, as well as other duties as assigned by the supervisors. The appointment will be for a period of 1 year.

Applicants should have a Bachelor's degree, preferably in Sustainability/Environmental Science/ Environmental Studies/ Facility Management/ Social Science or related disciplines. They should be self-motivated, responsible, willing to seek continuous improvement, and be able to work both independently and as a team. A high level of computer literacy is essential and possession of good graphic design skills will be an advantage. Furthermore, they should be proficient in both English and Chinese (including Cantonese and Putonghua) and possess strong verbal and written communication skills. Fresh graduates will also be considered.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **31 January 2023**. 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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