

## **Assistant Property and Facility Manager (Ref: 2300361) Estates Office**

The appointee will be reporting to Property and Facility Manager and responsible for delivering of facility management and campus services for all premises and venues of the University. The incumbent will oversee any of the key assigned duty areas including security, moving, transport & logistics, environmental, landscaping and cleansing, etc. He/ she will lead and supervise subordinates in discharging various daily campus venue and residence management functions, and to perform budget/ resources management tasks as directed. Service contract administration and monitoring of service providers will be a key component of the job. The ability to communicate and collaborate as a team in providing prompt, succinct and customer-focus services is a vital and essential prerequisite. Working on public holidays or at irregular hours may be required.

Applicants should possess a good Bachelor degree or above, preferably in Property/ Facility Management or related disciplines with normally 7 years or more of relevant post-qualification experience. They should be highly dynamic and able to work independently with minimum supervision. Applicants should have strong planning, organization and interpersonal skills, and be well acquainted with language and communication with people. Holding corporate membership with a recognized professional body (e.g. HKIHK, HKIS or RICS) and a licence from Property Management Services Authority and possessing reasonable exposure in an educational setting will be a strong advantage.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 **10 April 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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