



香港教育大學
The Education University
of Hong Kong

Property and Facility Officer (Ref: 2300363) Estates Office

The appointee will be responsible for assisting the Property and Facility Manager in supervising daily campus matters, including but not limited to residential accommodation and event management functions. He/ she will be required to perform contract administration tasks and to monitor the progress and quality of work performed by the service contractors in respect of cleaning, landscaping, environmental, security and transport services. Whilst secretarial support, e.g. preparing notices, correspondences and reports, would form part of the daily functions, the incumbent is also required to work with other departments of the University to coordinate daily operations and facility management tasks. If circumstances required, the appointee may need to work during non-office hours and public holidays. Location of work would be in Tai Po Campus and/ or other outposts operated by the University.

Applicants should possess a Bachelor's degree, preferably in Property/ Facility Management or related disciplines with normally 3 years or more of related post-qualification working experience. Possession of a valid licence/ membership from the Property Management Services Authority and/ or other professional organization would be an advantage. They should be highly self-motivated, able to work under pressure and with minimum supervision. They should have good planning, supervisory and interpersonal skills, and a good command of both English and Chinese Languages. Applicants with proven working experience in facilities management, particularly in an educational setting, are preferred.

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 **14 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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