

## **Campus Management Manager (Ref: 2600030)**

### **Estates Office**

The appointee will be reporting to the Senior Manager (Campus Management). He/she will be required to: (1) manage and oversee the daily operation of the sports centre, including staffing, scheduling, booking and budget management; (2) monitor and analyze operational performance to identify areas for improvement and implementation of effective solutions; (3) supervise a team of lifeguards, sports attendants and outsourced workers to ensure sufficient manpower are deployed to support the daily operation of all sports facilities; (4) manage venue booking including but not limited to optimizing the venue utilisation for teaching and training sessions, reservation for events and other activities, etc. for internal users and external hirers. Liaise and coordinate with users, departments and offices of the University, student societies and external organizations in organizing sports and recreational training, classes, programmes and activities; (5) plan and upkeep of all fitness equipment, software and hardware of all fixed and loose sports facilities to ensure the safety and comfort of users. Coordinate with members of other teams for testing and maintenance of building systems or facilities whenever necessary; (6) prepare and manage budget and resource allocation including procurement of all necessary supplies; (7) be responsible for generating all statistical and operational reports and making announcements and to coordinate all sports and leisure programmes, classes and courses organised by the Estates Office and the University management; (8) review and coordinate sports facilities improvement programmes, work plans and project management matters as required; (9) handle emergency matters and where necessary, conduct facilities inspection after the cancellation of Typhoon No. 8, black rainstorm warning and extreme weather condition, etc.; (10) travel outside of Hong Kong and undertake work as assigned by the University, where necessary; and (11) perform any other duties as assigned by the Director of Estates and/ or the Senior Manager (Campus Management).

Applicants should have a relevant Bachelor's degree and not less than 7 years of full-time post-qualification work experience, preferably in Property/ Facility Management, that demonstrates specialisation and solid skills in sports or recreation management. They should have experience in managing frontline staff, be responsible, highly self-motivated, and able to work independently and under pressure. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

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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 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 appointee will hold a substantive rank of Physical Education Officer in the University.

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 **5 February 2026**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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