



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



ESTATE OFFICER

Responsibilities:

- Oversee all facilities management-related service, including fire, electricity, lift service, security system, air-conditioning, water supply in Campus;
- Supervise the on-site technician to perform daily repairs and maintenance of facilities;
- Conduct and document regular facilities inspections;
- Assist the preparation of tender documents and specifications including supervision of contractors on-site;
- Generate and present regular reports and reviews of contracts, expenditures and purchases;
- Manage the renewal of related licenses (i.e. WR2, FS251, etc);
- Liaise, coordinate, monitor the performance of contractors and vendors;
- Assist Property Manager to design and carry out building renovation and improvement projects;
- Handle general enquires regarding daily repair and maintenance in Campus;
- Carry out other ad hoc duties as assigned.

Requirements:

- Certificate / Diploma / Degree in Estate Management or related disciplines;
- Minimum 5 years work experience in facilities management or property management industry;
- A broad working knowledge of the relevant discipline in facilities management or property management industry;
- Proficiency in computer skills, including Microsoft Office and Chinese word processing;
- The appointee may be required to work overtime and to work on Sundays/public holidays when necessary;
- Possession of a Construction Industry Safety Card (Green Card), optional.

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: **adminoffice@spcc.edu.hk** or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong**. Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)