

Assistant Facilities and Administration Officer

The Job

- Arrange routine and preventive maintenance, remedial repairs of premises and facilities which include air-conditioning system, electrical supplies, fire services, phone system, audio visual systems etc.
- Promptly attend to all emergencies, and prepare reports of all incidents for supervisor's review.
- Coordinate with internal departments for carrying out repair and maintenance work.
- Ensure the facilities services are delivered in compliance with applicable statutory requirements and ordinances.
- Prepare and review service contracts, obtain and analyse quotations for renewal.
- Support in general administrative tasks, including but not limited to consumables purchase, mailing and courier services, expenses reimbursement, maintaining employees' attendance and leave records etc.

The Person

- Diploma or above in facilities management or related disciplines, with knowledge of building services regulations, such as E&M, fire services, lift and escalators etc.
- At least 2 years' relevant work experience.
- High sense of responsibility, self-initiative and proactive.

To Apply

Interested parties, please send your full resume stating your current and expected salary and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.