



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

This job advertisement is available in English only.
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The Salvation Army is an international Christian church and charity organization operating in 132 countries and areas and has been serving Hong Kong for 90 years providing an extensive range of services including Social Service, Education, Recycling Programme as well as Christianity. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

We are now inviting high caliber professional to apply for the following position:

Project Officer
Property Department
(Reference No.: PO/PD/03-21)

RESPONSIBILITIES

- Responsible for overseeing day-to-day operations, repair, maintenance and management of all technical aspects of the Properties & Facilities of the Army
- Perform feasibility study, investigation, analysis, preparing reports & annual budget including expenses and maintenance costs
- Supervise consultants, contractors and in-house team to complete all tasks including periodic inspection, failure-based maintenance, time-based maintenance, conditioned-based maintenance, emergency maintenance to the required specifications/ standards
- Routinely inspect all premises to ensure performance is being maintained and proactively report the problems and provide effective solutions
- Attend emergency meeting, ad hoc meeting, inspection, repair & maintenance
- Handle emergency incidents, inquiries and complaints and provide effective solutions
- Perform any other legitimate duties assigned by the supervisor or management

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree of Architectural, Building Surveying or related disciplines
- Minimum of 3 years of working experience in facilities management, building maintenance, planning, scheduling inspection & maintenance works, fitting-out work control and E&M operation for properties,
- Relevant experience in Education or Social Service sector is preferable
- Hands-on experience in managing building improvement, site coordination and emergency repair works
- Possess adequate knowledge of relevant regulations and submission procedures

- Familiar with project management software tools, such as Primavera, Microsoft Project and Building Information Modelling (BIM) would be an advantage
- Good command of both written and spoken English and Chinese
- Good command of AutoCAD, Microsoft Word, Excel, Powerpoint, Project, etc.
- Able to work independently and under pressure
- Work overtime as and when required

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Group Human Resources Director, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number on the envelope or email to hrd.recruit@hkm.salvationarmy.org

All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise