



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at [www.hongchi.org.hk](http://www.hongchi.org.hk)

## Facilities Officer / Property Assistant

(Ref.: FO/PA(EPMO)/11/12/24/W)

### Responsibilities:

- Responsible for administration work of the office
- Conduct regular inspection and upkeep the site and its facilities, ensure the areas are properly maintained and report any faults
- Assist in the planning and implementation of daily operations, security measures, alterations and additions works, fitting-out, improvement, refurbishment, renovation and routine repair & maintenance works
- Monitor the progress/quality of work performed by in-house staff and outsourced contractors
- Handle urgent and emergency incidents
- Outdoor work & shift duty are required

### Requirements:

- Diploma holder or above on property/facilities management or related disciplines
- At least 3 years' relevant working experience in facilities management
- Experience in NGO will be preferable
- Good in written and spoken English and Chinese
- Proficiency in computer applications and Chinese word processing
- Candidate with lower academic qualification / less experience will be considered for Property Assistant
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to [hr\\_hra2@hongchi.org.hk](mailto:hr_hra2@hongchi.org.hk)

**\*\*Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis\*\***

*(All data collected will be used for recruitment purposes only.)*