



Asian Institute of
Built Environment

V2017

Recruitment Post Information Sheet

Employer Information

Company Name (in English)*	CBRE Advisory Hong Kong Limited
Company Name (in Chinese)	世邦魏理仕顧問香港有限公司
Business Nature (E&M, Housing etc.)	Real Estate & Property
Industry (e.g. consultant, contractor, etc.)	Property Management
Brief Introduction of the Company (Please provide website if applicable)	https://www.cbre.com.hk/

Details of Recruitment

Position & Responsibilities*	Technical Officer
Employment Mode (Full Time / Part Time) ; (permanent / contract base)	Full Time & Permanent
Minimum Academic Qualifications Requirement	Higher Diploma or above in Building Services Engineering, Mechanical Engineering, Building Studies or other related disciplines;
Relevant Working Experience Requirement	At least 4 years of relevant experience, preferred in property management, or facilities management;
Other Requirements	Self-motivated and mature, able to work in a diverse environment
Salary and Fringe Benefits	Competitive compensation package with medical & life insurance
Location	Tsing Yi
Contact Person* (Please provide your contact number / email address)	Miko Ng (28208183/ miko.ng@cbre.com)
Application Deadline	NA

* Indicates required field

Enquiries: Tel: (852) 2376 1933 Email: general@aibe-edu.org Website: www.aibe-edu.org

Technical Officer (Working Location: Tsing Yi)

Key Responsibilities

- Assist managers in work supervision of repairs, maintenance and project works as well as groundwork preliminary study and site survey for various works
- Ensuring strict compliance of insurance requirements for all repair, maintenance and capital works
- Final inspection and site verification of all completed works at both common and tenanted areas to FMO satisfaction
- Supervise the work team and monitor the contractors to perform all daily job orders in a proper and timely manner
- Regular reports to managers on the progress status of those complicated/outstanding repairs
- Assist in preparation of tender booklet for capital projects.
- Monitoring the expiry date of insurance policy of service contracts and certificates/licenses for renewal
- Maintaining the archive share folder for all tender documents, drawings, manuals, project reports and templates
- Administration of documentary filing system and inventory management records

Requirements

- Higher Diploma or above in Building Services Engineering, Mechanical Engineering, Building Studies or other related disciplines
- At least 4 years of relevant experience, preferred in property management, or facilities management
- Good written and spoken English and Chinese
- Self-motivated and mature, able to work in a diverse environment
- Holder of Registration of Electrical Worker in Grade A/B or above
- Candidate with more experience will be considered as Senior Technical Officer.