



## Recruitment Post Information Sheet

### Employer Information

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

### Details of Recruitment

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|--|---|
| <b>Position &amp; Responsibilities*</b>                                      | Engineer  |
| <b>Employment Mode (Full Time / Part Time) ; (permanent / contract base)</b> | Full Time & Permanent   |
| <b>Minimum Academic Qualifications Requirement</b>                           | Degree or above   |
| <b>Relevant Working Experience Requirement</b>                               | At least 3-8 years' experience                                      |
| <b>Other Requirements</b>  | Self-motivated with good interpersonal skill and respect for others |
| <b>Salary and Fringe Benefits</b>  | Competitive compensation package with medical & life insurance      |
| <b>Location</b>  | Based in Tsuen Wan  |
| <b>Contact Person* (Please provide your contact number / email address)</b>  | Miko Ng (28208183/ miko.ng@cbre.com)                                |
| <b>Application Deadline</b>  | NA  |

\* Indicates required field

## Engineer (Working Location: Tsuen Wan)

### ***Key Responsibilities***

- Report to on-site Facilities Manager (Account Lead) to undertake the management of maintenance of all building's system & facilities including but not limited AC & E&M, FS P&D etc. of the properties
- Manage a team of technical staff (Technical Officer & Technician) responsible for all in-house PPM works, reactive and corrective service orders
- Manage 3rd party vendors for PPM and R&M works. to ensure services provided are up to SLA & KPI standard, and the use of CMMS for all maintenance works including service order, PO and asset registry
- Responsible for contract administration including tendering and renewal of all maintenance contracts
- Support client's property team to comment all tenants' fit-out works according to required standard
- Assist Facilities Manager to prepare annual maintenance budget. Manage PO & payment with finance team
- Assist Facilities Manager to drive HSE by setting up and maintaining procedures align with company HSE policy

### ***Requirements***

- Degree holder or above in Building Services Engineering, Mechanical Engineering, Electrical Engineering, Building Studies or related disciplines
- At least 3-8 years' experience in relevant position and proven skills & capabilities in engineering firm, property & facilities management service industries
- Experienced in maintenance contracts administration and renovation/fitting out project are an advantage
- Experienced in building take-over from main contractor and sub-contractors will be an advantage
- Excellent command of spoken and written English and Chinese
- Creative, initiative and problem-solving mindset
- Self-motivated with good interpersonal skill and respect for others
- Professionalism in all aspects both verbal and in demeanor; and
- Knowledge and experience in implementing the requirements under the Occupational Health and Safety Ordinance (Cap 509) and the Factories and Industrial Undertakings Ordinance (Cap 59) is an advantage.
- Less experience will be considered as Assistant Engineer