



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*	
<p>Engineer</p> <ul style="list-style-type: none"> 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 Manage 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 	
Employment Mode (Full Time / Part Time) ; (permanent / contract base)	Full Time permanent
Minimum Academic Qualifications Requirement	Degree holder or above in Building Services Engineering, Mechanical Engineering, Electrical Engineering, Building Studies, or related disciplines

Relevant Working Experience Requirement	At least 3-8 years' experience in relevant position and proven skills & capabilities in engineering firm, property & facilities management service industries, experience in commercial building is an advantage.
Other Requirements	
<ul style="list-style-type: none"> • 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 demeanour • 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; and • Holder of Registration of Electrical Worker in Grade A/B or above will be an advantage 	
Salary and Fringe Benefits	
Location	Stationing in Central
Contact Person* (Please provide your contact number / email address)	Miko Ng (28208183/ miko.ng@cbre.com)
Application Deadline	N/A

* Indicates required field