



Recruitment Post Information Sheet

Employer Information

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| 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

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| Position & Responsibilities* | |
| <p>Technical Officer</p> <ul style="list-style-type: none"> Assist in property repairs, maintenance and project works from preliminary study & site survey to T&C and completion of work Prepare necessary documentations such as tender and quotation. Monitor the progress of project & responsible for the completion reports Ensure strict compliance of statutory and insurance requirements for all repair, maintenance and capital works, included but not limited to WR2 and Annual Certification of Elevators Supervise technical team and monitor contractors to perform in a proper and timely manner Prepare Preventive Maintenance Plans and Budget Plan. Ensure renewal of expiring Maintenance Contracts | |
| 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; |

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| Other Requirements | |
| <ul style="list-style-type: none"> • Proficient in both written and spoken English and Chinese. • Self-motivated and mature, able to work in a diverse environment; | |
| Salary and Fringe Benefits | Not provided |
| Location | Stationing in Causeway Bay & Admiralty |
| Contact Person* (Please provide your contact number / email address) | Miko Ng (28208183/ miko.ng@cbre.com) |
| Application Deadline | N/A |

* Indicates required field