

Established since 1971, Hong Kong Shue Yan University as a leading self-financing university in Hong Kong, is committed to producing informed and skilled graduates for the community. The University is now seeking a high calibre candidate to fill the position of Assistant Facilities Officer.

### **Assistant Facilities Officer**

#### **Job Description:**

- Responsible for purchasing activities, including but not limited to review tender document, manage purchase order & contract and monitor work handling for compliance with company policies and guidelines;
- Assist in office administration duties to maintain good coordination work and daily operations;
- Liaise with internal and external parties to provide smooth operation in daily management;
- Responsible to maintain and keep track the university fix assets and facilities list;
- Other duties as assigned.

#### **Requirements:**

Applicants should fulfill:

- A Degree or Diploma in Property Management or related disciplines;
- Fresh graduate of degree holder will be considered.
- For non-degree holder, minimum of two years working experience in purchasing / office administration / facilities management / similar areas;
- Work under minimal supervision and be able to multi-task in a dynamic environment;
- Strong interpersonal skills and be able to communicate with people at all levels;
- Proficient in both written and spoken English and Chinese;
- Proficient in MS application in English and Chinese.

#### **Terms and Conditions**

The appointment will be made on the basis of a two-year contract, with a possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form and resume to Kavan Li ([kli@hksyu.edu](mailto:kli@hksyu.edu)). Application form can be obtained at: [http://www.hksyu.edu/Info/current\\_vacancies.html#administrative](http://www.hksyu.edu/Info/current_vacancies.html#administrative)

*Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.*

**Application deadline:**

August 31, 2020 or until filled