



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

Assistant Project Manager (Building Services) (Wan Chai)

A minimum of 18-month full time contract up to July 2023

Key responsibilities

- Support the project team in various building services, extra low voltage (ELV) system, energy management and smart system issues from inception to completion and monitor the design, planning and construction of a Redevelopment Project;
- Supervise the installation of building services including work progress, quality control and testing & commissioning;
- Manage the construction project including review of consultants' and contractors' submission to ensure all works are up to required standards, within budget and on schedule;
- Report to Building Project Manager, liaise and coordinate with internal & external stakeholders including funder, governing committees, consultants, contractors and supervisor to ensure smooth implementation of the project;
- Handle contract administration work, prepare progress reports, meeting papers and other related documents; and
- Perform any other necessary duties as assigned by Supervisors.

Requirements

- Post-secondary education in Building Services, Electrical & Mechanical Engineering or related disciplines, possession of relevant professional membership is an advantage;
- Good command of spoken and written English and Chinese;
- Minimum 5 years' relevant project management experience, preferably gained in property developers or consultancy companies;
- Knowledge in building services installation, ELV and smart system for composite building
- A good team player with strong leadership, problem solving, communication and organisational skills;
- Self-motivated, high integrity, innovative and able to perform multi-tasks within tight deadline; and
- Proficient in Microsoft Office and work-related software applications.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)