



# Property

## Current Vacancies

Sales Officer

Project Officer

Public Relations & Marketing Executive

Customer Service Officer (Serviced Apartment)

Senior Leasing Officer/ Leasing Officer (Retail/ Commercial)

[Back to Career Home Page](#)



[Back to top](#)



## Sales Officer

### Responsibilities:

- Carry out duties as pertaining to sales & leasing activities
- Manage the sales office / showflats and arrange appointments for prospective buyers
- Accompany clients during visit, advising them on the suitability and value of the flat
- Provide property information and introduce property listings to clients
- Ensure documentation and records are in order and in compliance with the necessary procedures and policies
- Assist in preparing legal documents and deal with handover matters
- Maintain good relationship with property agencies
- Handle enquiries and complaints

### Requirements:

- Diploma holder with minimum 1 year working experience
- **Fresh graduates will be considered**
- Customer-oriented, self motivated, dedicated, pro-active and outgoing
- Excellent communication and interpersonal skills
- Good command of spoken English and Cantonese, Putonghua will be an advantage
- Work on weekends and public holidays / shift is required







## Project Officer

### Responsibilities:

- Plan, monitor and control various aspects and phases of the projects from inception through to completion, taking full responsibility for the delivery of the project completion with good quality and within budget
- Carry out in-house feasibility studies and preliminary planning for the projects
- Track, develop and report the ongoing progress and ensure quality and safety standards are exceeded
- Build strong relationships with all internal end-users, contractors, consultants & external vendors, continually driving to provide commercial and innovative methods of operation across a wide range of projects including interior fitting out and A&A works, licensing and new development etc.
- Develop and maintain a broad range of performance criteria and control mechanisms to ensure compliance with all appropriate regulations and to allow for internal and external benchmarking and performance measurement

### Requirements:

- Degree in Surveying / Building / Project Management / Architecture is preferable
- Corporate member of a recognized professional institution in the construction industry
- Minimum 5 years of experience with strong project and contract management and on-site experience to lead mixed use projects
- Able to work independently with proven ability to deliver projects on time and within budget
- Excellent communication skills with good command of spoken and written English, Chinese and Mandarin
- Driven, knowledgeable, organized with strong leadership skills and eagerness to succeed
- Occasional travel to Macau, PRC and Oversea is required





## Public Relations & Marketing Executive

### Responsibilities:

- Assist in plan and organize PR and marketing activities plus event management
- Manage and co-ordinate mall equity, marketing materials, media platforms including website content, electronic direct mailers, social networking sites and other digital media platforms
- Multi-tasking, dynamic, resourceful, creative and active team player
- Maximize media exposure through preparation and distribution of press releases, handling media enquirers
- Assist in any ad hoc projects as assigned
- Assist in preparing reports and proposal
- Prepare and coordinate copy-writing and creative messaging
- Responsive, detailed minded and strategic thinking

### Requirements:

- Bachelor's degree holder in PR / Journalism / Communications / Marketing or related disciplines
- 1 -2 years of related working experience, preferably in marketing, events / media industry, mall promotions, F&B, luxury & lifestyle etc; Candidate with more relevant experience will be considered as PR & Marketing Senior Executive
- Working experience in PR / Event management / Media will be highly preferable
- Proactive, efficient, independent and detail-minded is highly expected
- Outgoing personality, passionate, pro-active and self-motivated
- Excellent written and spoken in both English and Chinese
- Proficiency in Adobe Photoshop and AI would be an advantage.
- Able to work under pressure and tight deadlines;
- Immediate availability is preferred







## Customer Service Officer (Serviced Apartment)

### Responsibilities:

- Carry out all check-in and check-out procedures
- Ensure smooth operation of serviced apartments to deliver premier service to tenants and potential clients
- Provide quality service and handle customers' enquiries & complaints
- Coordinate with various departments on the execution of daily operation
- Develop and maintain customer relationship
- Provide administrative and clerical supports

### Requirements:

- Diploma holder or above in Hospitality Management or related disciplines
- With relevant experience in hotel industry in a similar capacity;
- Good command of both spoken and written English and Chinese (including Putonghua)
- Pleasant, detail-minded, customer oriented with good interpersonal skills





## Senior Leasing Officer/ Leasing Officer (Retail/ Commercial)

### Responsibilities:

- Handle new lettings, renewals, coordinating premises takeover and handover
- Handle daily leasing enquiry, complaints and all tenancy matters
- Conduct market research, analyze data and compile various reports
- Maintain good tenant relations and liaise with operations on tenant projects

### Requirements:

- Matriculated or above
- Minimum 4 years' relevant experience in retail or serviced apartment leasing
- Strong market sense and proactive attitude
- Good command of spoken and written English and Chinese (Cantonese and Mandarin)
- Good communication and interpersonal skills
- Candidates with less experience will be considered as Leasing Officer

