



# Property

## Current Vacancies

Assistant E&M Engineer  
Sales Officer

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## Assistant E&M Engineer

### Responsibilities

- Report E&M site matter to E&M Managers
- Manage & supervise contractor's site work and closely monitor E&M installation progress
- Ensure approved E&M site works are carried out on site according to technical specification and approved materials / equipment and shop drawings / as-built drawing
- Coordinate with Clerk of Works, main contractor and sub-contractors to resolve conflict of site
- Work closely with project management, QS, construction and interior design team for site construction
- Attend regular site meetings and prepare site reports
- Monitor site T&C progress, site defects rectification and system handing over

### Requirements

- Higher Certificate or above in Building Services Engineering / Mechanical Engineering
- At least 5 years' relevant experience on coordination of building services installation in building construction projects
- Good communication & interpersonal skills in handling development projects
- Self-motivated, innovative, mature, result-oriented and able to work independently and under pressure
- Good skill in computer knowledge such as AutoCAD, Microsoft Office etc





## 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
- **Position can be commenced after February / March 2017**

