



Property

Current Vacancies

- Leasing Officer (Retail & Commercial)
- Sales Officer
- Project Officer (A&A / New Developments)
- E&M Engineer
- Senior Quantity Surveyor
- Clerk of Works

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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 2 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





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 (A&A / New Developments)

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 Construction Engineering and Management / Project Management / Architecture is preferable
- Corporate member of a recognized professional institution in the construction industry is preferable
- Minimum 3 - 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





E&M Engineer

Responsibilities

- Coordinate with Architect, Consultants for preparation of working drawings
- 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, Resident Engineers, main contractor and sub-contractors to resolve conflict of site
- Attend regular site meetings and prepare site reports
- Monitor site T&C progress, site defects rectification and system handing over
- Work closely with project management, QS, construction and interior design team for site construction
- Report E&M site matter to E&M Managers

Requirements

- Higher Certificate or above in Building Services Engineering / Mechanical Engineering / Electrical Engineering.
- At least 5 years' relevant experience on coordination of building services installation, especially familiar in Electrical or MVAC 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





Senior Quantity Surveyor

Responsibilities

- Responsible for handling both pre and post contract quantity surveying duties for the development projects and A&A Works
- Responsible for budgetary control, technical audit, tender procurement, contract administration and settlement of final accounts

Requirements

- Degree in Quantity Surveying or other relevant discipline
- Minimum 8 years' relevant working experience with building contractor and/or Q.S. consultant firm, preferably having experience on site and low rise residential projects
- Professional qualification is preferred
- Familiar with construction costs and all facets of pre and post contract quantity surveying practice
- Good command of written English & Chinese, knowledge in Putonghua is preferred
- PC knowledge is required
- Experience in Macau & PRC projects is an advantage
- Full time on site (Hong Kong Side) as and when required
- Good interpersonal and communication skills





Clerk of Works

Responsibilities

- Supervise the contractors' works to ensure the quality and compliance with contractual and statutory requirements
- Assist in coordination among project consultants and contractors on all matters relating to construction and performance on site
- Review and monitor regularly the quality of materials and workmanship
- Scrutinize and comment on working drawings and contractor's submissions of materials and shop drawings
- Attend regular and ad-hoc site meetings and provide comments on construction matters
- Monitor the contractor's work progress against the accepted program and prepare reports regularly
- Carry out independent technical audit on site and prepare reports
- Assist and monitor the handover of premises to end users

Requirements

- Higher Certificate or above in Building Studies or related disciplines is preferred
- Minimum 12 years relevant experience on site in the property development / construction and fitting out works
- Experience of project co-ordination is definitely preferred
- Solid experience in inspection and testing requirements of construction materials and activities
- Sound knowledge in site operation and procedures, technical specification, Building (Construction) Regulations and Construction Trade Practices
- Occasional travel to Macau or PRC is essential
- Factory visits and inspections in PRC is required
- Good command of English, Cantonese and Mandarin is preferred

