



英皇集團  
EMPEROR GROUP



NEW  
ADVENTURE  
IS WAITING  
FOR YOU!!

想重新出發? 飛雲, 機會來了!  
開展另一個專業、邁向人生新一頁!

新跑道 新航線 新起點 

## Emperor Group 英皇集團

Our businesses include financial services, property, watch and jewellery, entertainment, hospitality, media as well as furniture and furnishing  
經營範圍包括金融、地產、鐘錶珠寶、娛樂、酒店、傳媒和傢俬及室內佈置

### Career Transformation Opportunities

### 各行業人士轉行機會

If you are from  
假如你是來自

- Aviation 航空業
- Retail 零售業
- Food & Beverage 餐飲業
- Tourism 旅遊業
- Hospitality 酒店業
- or other industries 或其他行業

Vacancies  
就業機會

- Secretary / Personal Assistant / Executive Assistant 秘書 / 行政助理
- Human Resources 人力資源
- Information Technology 資訊科技
- Customer Services (CS) 客戶服務
- Jewellery Sales 珠寶銷售
- Food & Beverage 餐飲
- Cinema Service Ambassador 戲院服務大使

For more vacancies, please visit our company website.  
更多職位空缺, 請瀏覽英皇集團網頁。





# Property

## Current Vacancies

Deputy Construction Manager/ Clerk of Work (A&A and Fitting Out Works)

Assistant Project Manager (New Developments)

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## **Deputy Construction Manager/ Clerk of Work (A&A and Fitting Out Works)**

### **Responsibilities:**

- Supervise the contractors' work to ensure the quality compliance with contractual and statutory requirements
- Monitor the site progress and carry out construction audit and prepare improvement/ enhancement proposals
- Coordinate with consultants and contractors relating to construction matters on site
- Comment on contractors' submission such as material selections, shop drawings, method statements, etc.
- Assist handover of projects to management companies and end users

### **Requirements:**

- Degree in Building Studies or relevant disciplines
- At least 10 years' relevant experience, luxurious shops fitting out works experience will be preferable
- Conversant with construction audit procedures
- Proficiency in both written and spoken English and Chinese

*Candidates with less experience and qualifications will be considered as Clerk of Works*





## Assistant Project Manager (New Developments)

### Responsibilities:

- Responsible for Feasibility study, planning, co-ordination, supervision and execution of the development projects
- Manage project execution and to ensure the project achieves the design and quality standard as planned
- Timely advise on possible need for change of approved design and direct consultants to issue variation instructions according to agreed design solutions
- Work with the Value Engineering Team to prepare the project budget and cost plans
- Drive for effective teamwork amongst the project consultants and contractors particularly in resolving problems and conflicts to ensure timely and orderly completion of project works
- Work with Interior Design, E&M and QA team to supervise performance of site team through regular meetings, on-site inspections etc. to review progress and standard of workmanship

### Requirements:

- Possess recognized qualifications of Member of HKIA, HKIS or equivalent would be an advantage
- At least 5 years' post-qualification experience with property developers or consultancy firms
- Experience in handling high class residential and/or commercial projects in HK
- Knowledgeable in local regulations and procedures of building, planning and land submissions
- Effective in leadership, team playing and interpersonal skills; diligent and passionate at work
- Proficient in design detailing, project and contract administration
- High level of presentation and liaison skills
- A good team player, flexible and detail-minded
- Familiar with software tools, such as AutoCAD, Photoshop, Microsoft Project, Sketchup, etc. would be an advantage
- Fluency in both English, Cantonese and Putonghua
- Occasional travel to PRC and Macau may be required
- To work under Project Management Department and manage development and A&A projects from inception design to completion stage

