



Property

Current Vacancies

Manager/ Assistant Manager, Project Management (Asset Enhancement)

Manager / Assistant Manager, Project Management (Valuation & Acquisition)

Assistant Manager, Project Management (New Development)

Assistant Property Manager, Property Management

E&M Engineer

Executive, PR and Marketing

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Officer, Project Management (New Development)

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Manager/ Assistant Manager, Project Management (Asset Enhancement)

Responsibilities:

- Manage asset enhancement projects and routine / improvement works in HK and oversea with due regard to sustainability, quality, time, cost and social responsibility requirements
- Responsible for the management of project cycle from feasibility study / inception stage to project completion including advice on technical aspects of development, effective liaison with stakeholders on design development process and throughout the project etc.
- Ensure the delivery of all quality and project standard requirements, fulfilment of associated contractual obligations coupled with risk and value management for project success
- Regular project progress updates and reporting to Management, timely advise on irregularities and any potential issues of the project

Requirements:

- Degree in Architecture or Building Surveyor or equivalent
- Qualified Architect or Surveyor would be an advantage
- Minimum 10 years' working experience in commercial and residential project management of which at least 3 years at supervisory level. Candidate with less experience will be considered as Assistant Project Manager
- Familiar with building, town planning and lands regulations / procedures of both new development and asset enhancement projects
- Knowledge in CAD, Photoshop and PowerPoint is advantage
- Able to work under pressure and commit to project deliverables
- Fluent in both spoken and written English and Chinese (including Putonghua)





Manager / Assistant Manager, Project Management (Valuation & Acquisition)

Responsibilities:

- To assist the Team in property and development site acquisition including property valuation and land matters, conduct and present market research of Hong Kong property market, financial projection and feasibility study.
- Plan and execute pre-sales, sales and marketing campaigns for first hand residential projects
- Ensure team operations are in compliance with the Residential Properties (First-hand Sales) Ordinance for the best interest of the group
- Review and liaise with solicitors on legal documents in relation to transactions
- Monitor the team's daily administration works including sales & budget reports in professional and efficient manner

Requirements:

- Bachelor Degree or above in Real Estate / Surveying / Property Management or related disciplines
- At least 5 years' relevant experience in first hand residential projects management, of which 2 years are in supervisory level
- Possesses acquisition experience including tender sites and private agglomeration of sites for redevelopment
- Experience gained at real estate section of sizable developer. Member of MRICS or MHKIS is an advantage
- Excellent command in written & spoken in English & Chinese, including Mandarin
- Excellent communication, interpersonal and organization skills





Assistant Manager, Project Management

(New Development)

Responsibilities:

- Responsible for feasibility study, planning, budgeting, co-ordination, supervision and execution of the development projects
- Manage project execution and ensure the project achieves the design, budget 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
- 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
- Strengthen collaboration with both internal and external stakeholders for maintaining high standard of performance of the site team

Requirements:

- 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
- Possess recognized qualifications of Member of HKIA/HKIS or equivalent
- Proficient in design detailing, project and contract administration
- Familiar with software tools, such as AutoCAD, Photoshop, Microsoft Project, Sketchup, etc. would be an advantage
- Knowledgeable in local regulations and procedures of building, planning and land submissions
- Good command in written & spoken English and Chinese including Putonghua
- Effective in leadership, interpersonal skills; diligent and passionate at work
- High level of presentation and liaison skills
- A good team player, flexible and detail-minded
- Occasional travel to PRC and Macau may be required





Assistant Property Manager, Property Management

Responsibilities:

- Supervision of property management team and appointment contractors / vendors to deliver quality and timely property repair and maintenance services
- Work closely with internal stakeholders for service order management and technical advisory respectively
- Attend owners / tenants and Owners' Committee meetings, handle enquires and complaints
- To liaise with the Government authorities and public bodies
- Manage good relationship with tenants and handle clients' enquiries in a professional manner
- Ensure all daily activities in full compliance of regulations, company policies and guidelines
- Perform ad hoc tasks and projects as required

Requirements:

- Degree holder in Property Management or related discipline
- At least 5 years solid experience in property / facility management of which 2 years must be at supervisory level
- Holder of Property management Practitioner License (Tier 1 or Tier 2) preferred
- Knowledge in Building Management Ordinance (BMO), Landlord and Tenant (Consolidated) Ordinance, Deed of Mutual Covenant(DMC) and / or other related Ordinances
- Self- motivated and able to work under pressure; customer-oriented, good leadership, presentation and interpersonal skills
- Excellent communication skills with clients and external parties
- Good command in both written and spoken English and Chinese





E&M Engineer

Responsibilities:

- Assist project manager to carrying out feasibility study of projects for E&M aspect
- Analyze cost for E&M tender for A&A works or new projects
- Produce E&M tender documents including technical specification, drawings and relevant materials
- Manage & supervise contractor's site work and closely monitor E&M installation in term of progress, quality and achieve project / statutory milestones
- Coordinate with external & internal parties for all E&M matters
- Monitor site T&C progress, site defects rectification and hand-over

Requirements:

- Degree or Higher Diploma in Building Services / Mechanical / Electrical Engineering or other related disciplines
- At least 6 years' BS / MVAC / EL coordination experience, preferably gained in developers and/or contractors
- Self-motivated, independent and able to work under pressure with tight schedule
- Good computer knowledge such as AutoCAD, Microsoft Office, etc.
- Fluency in English, Cantonese and Putonghua
- Occasional travel to PRC / Macau / Overseas may be required





Executive, PR and Marketing

Responsibilities:

- Assist in planning and organizing PR & marketing events
- Manage mall equity, marketing materials and social media platforms including website contents, EDM or other digital media platforms
- Maximize media exposure through press releases and to handle media enquiries
- Assist in preparing copy-writing and creative message as well as reports and proposals
- Assist in any ad hoc projects as assigned

Requirements:

- 2 years or above relevant experience in marketing or event management; exposure in PR or media is a must. Less experienced candidate will also be considered
- Previous working experience in PR firms or advertising agencies would be an advantage
- Proficiency in Adobe Photoshop and AI would be an advantage
- Excellent command in written and spoken English and Chinese
- Able to work under pressure, independent and detail-minded is highly expected
- Working location: Repulse Bay

Candidates with more experience may be considered as Senior Executive, PR & Marketing





Senior Officer, Leasing

(Commercial & Retail)

Responsibilities:

- Handling new letting liaisons, renewals and tenancy administrative work
- Handling daily leasing enquiries, activities, negotiations and all tenancy related matters
- Coordinating inspection, takeover and handover of premises
- Conducting market research, analyze market data and compile various reports
- Maintaining good relationship with tenant and property agents
- Correlating with various functions on leasing, promotion activities and property management issues
- Assisting in ad hoc projects assigned by superior

Requirements:

- Degree holder in Real Estate, Property Management or related disciplines
- Minimum 3 years relevant experience in commercial/retail leasing
- Holder of Estate Agent license is an advantage
- Strong knowledge in tenancy and facilities management
- Good analytical and problem solving skills
- Self-motivated and strong market sense
- Good interpersonal and negotiation skills
- Good command of spoken and written English and Chinese (Cantonese and Putonghua)





Officer, Sales

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
- Prepare marketing collateral, advertisements and sales documents
- Execute research work and analysis
- Assist in daily operations in relation to sales and marketing activities
- Handle enquiries and complaints
- Assist in ad-hoc projects as assigned

Requirements:

- Form 5 or above with minimum 1 year's sales experience
- 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
- Shift duty is required





Officer, Project Management

(New Development)

Responsibilities:

- Assist Team Lead in planning, monitoring and controlling of 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 new development and A&A works, licensing and lands matter, 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 Architecture/Building Surveying is preferable
- Minimum 2 years of experience with good project and contract management and on-site experience to lead mixed use projects; sound knowledge in Buildings Regulations is preferable
- Good communication skills with good command of spoken and written English, Chinese and Mandarin
- Result-driven, knowledgeable, well organized and eagerness to succeed
- Familiar with software tools, such as AutoCAD, Microsoft Project, etc. would be an advantage





Assistant, Leasing

Responsibilities:

- Provide management services and administrative support for leasing team
- Handling day-to-day clerical works such as documentation, data-entry etc
- Assisting in any ad hoc tasks as required by the department

Requirements:

- Diploma or above in any disciplines
- 2 years or above clerical working experience preferably
- Good organizational skills with the ability to handle multi-task and prioritize works
- Able to work under pressure and fast-paced working environment
- Good team player with good interpersonal skill
- Good command in spoken and written English and Chinese
- Proficiency in MS Office (MS Excel and PowerPoint, MS Word in Chinese processing)

