

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

**Facility Management and Administration Assistant (Ref: HR/02/607)**

**Duties:** The appointees will assist in the operation of the Authority's Assessment Centres/Offices by providing daily support in office administration, building maintenance, car park management, safety, security and cleaning services as well as on-screen marking operation. Major duties include attending to the reception counter, handling enquires & complaints, follow-up minor repair and maintenance works, processing documents and supervising a small team of temporary staff during the examination marking period. The appointees may be assigned to work in our premises in Tsuen Wan, Lai King, San Po Kong and Tuen Mun. Working on shift hours, weekends & public holidays is required.

**Requirements:**

- (a) Higher Diploma/Associate Degree or above in Facility Management/Property Management or related discipline;
- (b) At least 2 years' relevant working experience in handling all-round facility management/property management and hands-on experience in managing outsourced contracts and service providers;
- (c) Good understanding of building operations and building services;
- (d) Proficient in computer applications including Word, Excel and Chinese character input method;
- (e) Good command of spoken and written English and Chinese including Putonghua; and
- (f) Hardworking, responsible, good interpersonal skills and customer-oriented.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

**Date for Application Review: 10 March 2020**

Applications would be considered until the post is filled.

*Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website ([www.hkeaa.edu.hk/tc/Career/general.html](http://www.hkeaa.edu.hk/tc/Career/general.html)). Completed application forms should be returned to the Manager – Human Resources at the above address. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.*

*The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*