Architectural Assistant/ Architectural Designer
(Ref: PD-CNA-AA-COW)

Responsibilities:

Reporting to the Senior Architect, the appointee will mainly perform the following duties:

- To assist in planning and preparation of feasibility studies, conceptual & detailed designs, preparation of submission, tender drawings and specifications, and manage the new power development projects and alteration & addition works of existing buildings
- To perform tender evaluation and make recommendation, coordinate with consultants and contractors, and prepare submissions to government
- To carry out construction site visit and inspection for quality control of materials and workmanship
- To liaise with internal parties, contractors and external parties on project matters
- To engage in research and innovation related to unconventional building design

Requirements:

- Master's degree in Architectural Studies with a minimum of 1 year's relevant experience for the post of Architectural Assistant
- Bachelor's degree in Architectural Studies with a minimum of 3 years' relevant experience for the post of Architectural Designer
- Familiar with local regulations, procedures, standards and codes of practice
- Proficient in CAD drafting, MS Office, Photoshop and 3D rendering and knowledge of Autodesk Revit and Navisworks
- Good command of English and Chinese languages, both spoken and written
- Prior experience in local industrial projects is a definite advantage

This is a 2-year contract position. Renewal of contract or appointment as a member of our permanent workforce is subject to the Company's business needs and the performance of the individual.

Working Location: Admiralty

Application:

If you are interested in this position, please send your resume and the Application Form **(in PDF format)** to the Human Resources Division, The Hongkong Electric Co., Ltd. at recruit@hkelectric.com. Please also visit our website to know more about our Company http://www.hkelectric.com.

Important: To facilitate easy tracking, please use a unique file name for all attachments and your email subject box in this format: PD-CNA-AA-COW-Last Name First Name Other Names *(if applicable)*

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)