

**Senior Officer (Building Maintenance & Services)
(Ref. No. TND-CM-SOBMS-COW)**

Responsibilities:

Reporting to the Manager (Building Maintenance & Services), the appointee will mainly perform the following responsibilities:

- To handle the building maintenance work, including estate management, contractor management, administrative work for the primary station, office buildings and goods receive after completion of work
- To investigate and identify building defects, formulate appropriate remedial measures and ensure compliance with safety rules and regulations
- To prepare and compose detailed technical specifications, scope of works and drawings for building maintenance work and fitting-out works for placing tenders and terms maintenance contracts
- To make recommendations on price comparison, method of statement, equipment schedule and work program of the proposals received from tenderers

Requirements:

- Bachelor Degree in Building Surveying, Building Engineering or related disciplines
- A minimum of 5 years' work experiences with building maintenance and estate management knowledge in ISO and SAP system
- Holder of a valid driving license for Class 1 vehicles

Working Location: Ap Lei Chau, transportation to be provided.

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, 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 our easy tracking, please use a unique file name for all attachments and your email subject box in this format: TND-CM-SOBMS-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)