

Technical Officer
(Ref: PD-C&A-AP-TO-COW)

Responsibilities :

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

- To prepare technical documents such as drawings, specifications, tenders and submissions to relevant authorities
- To provide support in feasibility study, planning, design, statutory submission process and contract preparation
- To coordinate with different parties to facilitate the execution of the projects

Requirements :

- Higher Diploma / Associate Degree in Building Studies / Architectural Studies / Interior Design or related disciplines
- A minimum of 5 years' relevant work experience in technical drawing, tendering and statutory submission
- Knowledge in Hong Kong building regulations, architectural detailing and contract administration
- Proficiency in CAD drafting, MS Office, 3D rendering skills and knowledge of Navisworks and Autodesk Revit
- Good command of English and Chinese languages, both spoken and written

Candidates with less relevant experience and/or lower qualification may be considered for the position of **Assistant Technical Officer**.

Working Location : Admiralty

Application :

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Senior Manager (Human Resources Services), 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: PD-C&A-AP-TO-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)