



## Senior Facilities Officer (Ref: MCW/010319/SFO)

**CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.**

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

### Key Responsibilities

- Manage day to day facilities operation
- Assist and monitor renovation projects
- Ensure team members are complies with job requirement e,g the procedure of work order, PR, PO, work completion, material delivery, vender quotation/invoice submission.
- Incident and emergency handling
- Coordinate with other functional units for storage space control for inventory
- Perform regular premises inspection and make sure all building services and equipment are comply with government ordinance
- Implement vendor management program
- Respond and follow up users requests
- Respond and manage for purchases related to Operation and maintain proper documentation, follow-up
- Monitor the work order status and coordinate with user
- Responsible for internal event set up such as Family lunch, Christmas party
- Monitor the performance of contractors / service providers and conduct periodic review of their
- Prepare and monitor the annual budget and expenses
- Compromise with different teams to perform ad-hoc task
- Handle ad hoc work assigned by supervisors

### Requirements

- Degree holder in Facility / Property / Housing / Estate Management / Business Administration or related disciplines;
- 5 years experiences with at least 3 years in a similar capacity;
- Possess hands-on MS office applications including Excel, PowerPoint and Chinese Word Processing;
- Possess good interpersonal and communication skills and able to work independently;
- Pleasant, responsible and detail-oriented;
- Green card and First Aid certificate is preferred;
- Fluency in both written and spoken English and Chinese, including Mandarin.
- Candidates with less experience will be considered for the position of Facilities Officer
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

### To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/010319/SFO) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto:hr@motherschoice.org); fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

### About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.