



## Supervisor, Facilities and Administration (Ref: MCW/13052021/S\_FA)

**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

#### Central administration:

- Lead the administration team to deliver and address the day to day duties and issues, if any.
- Take part in the department's annual planning and budgeting, where applicable.
- Take part in review and revise of facilities and administration's policy and procedure.
- Take part in Operations division evaluation and opinion collection including determination of survey method, content and preparations of survey materials.
- Review/assist in review of insurance policy and identify risk area for extra insurance coverage/needs.
- Supervising the handling of Division's Petty Cash and be held accountable for any material deviation upon cash-count check.
- Supervising the handling of central staff catering.
- Supervise the handling of inventory such as executing order of receive / assignment / transfer, establish re-order level, maintaining records and reporting.
- Supervise and participate in event support including equipment and furniture handling as well as logistic / administration matters.

#### Facilities and building management:

- Regular review of utilities level and investigate any abnormal level as well as recommend the environmentally friendly options.
- Oversee the incident and emergency handling.
- Assist in handling the compliance issues as well as adhering to the required compliance standard.
- Assist in assessing, planning and executing the status/work in hygiene, Safety & Health and Security.
- Assist in planning and overseeing the repair and maintenance work of E&M, builder work and warranty.
- Assist in building and office renovation planning and works including any new facilities.

#### Communications and reporting

##### Within Operations division (IT, F&A and Finance Departments):

- Take part in: Objectives progress & final reporting, Ad. hoc tasks progress & final reporting and Compliance status reporting.
- Reporting of the responsible KPIs and F&A service evaluation, where applicable.
- News update in related area.

##### Agency wide:

- Determine/Approve and be responsible for the content of Announcement, Circulars and Operations related news update.
- Oversee, regular assess and recommend the Reception and phone answering practice with a view to enhance hospitality.

#### Other duties and tasks

- Take lead/participate in various projects in the future e.g. procurement and vendor assessment system.
- Other tasks assigned by management.



### Requirements

- Degree holder in related disciplines OR tertiary education with recognized Diploma / Certificate in relevant fields with more experience;
- Relevant experience in central administration, facility or property management;
- Minimum 8 years relevant working experience with 4 years in similar capacity;
- Good command of written and spoken English and Chinese;
- Skills in Word Processing and MS Office applications (e.g. Word, Excel, PowerPoint etc.);
- Excellent supervisory skills, interpersonal and communication skills;
- Ability to cope with pressure and work under tight schedule with good problem-solving skills;
- Both a good team leader and a good team player with excellent organization and project management skills;
- 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, full resume quoting the job reference number (Ref: MCW/13052021/S\_FA) 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.