

The HKCCCU Logos Academy

Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode.

We are now inviting high caliber candidates to apply for the following post:

Repair & Maintenance Supervisor (REF: LA-2324-NT-RM)

Job Responsibilities:

- Report to the senior management and is responsible for the property and facilities management of the campus;
- Responsible for overseeing facilities maintenance and management of projects in the campus;
- Manage the planning, coordination, and monitoring of all maintenance work;
- To oversee the personnel and administrative matter related to staff and facilities provided under Term Consultancies and Maintenance Term Contracts, including resident site staff and relevant equipments;
- Hands on experience of installation and maintenance of equipment, and repair of facilities and/or equipment is a must;
- Ensure maintenance requests are completed within a reasonable timeframe and provide report on completion of job status;
- Work closely with the senior management for the effective management and administration of campus facilities, maintenance & operations and third party vendors;
- Responsible for the communication with Education Bureau and other government departments on campus development and maintenance issues;
- To process payment claims and monitor funding utilization from various parties including Term Consultants, Maintenance Term Contractors and Electrical and Mechanical Services Trading Fund;
- Prepare all relevant documents relating to procurement procedures for property and facilities management; and
- Working Days: 5 days per week (Tuesday to Saturday); Working Hours: 10:00 a.m. to 7:00 p.m.

Requirements & Qualifications:

- Degree holder (Preferred);
- At least 3-4 years of relevant working experience;
- Experience in educational facilities management in Hong Kong is an advantage; and
- Good command of written and spoken English and Chinese (Mandarin and Cantonese).

Online application: -

Please visit school website <https://www.logosacademy.edu.hk/en/category/news/recruitment/> for details and online application.