

| <b>ORGANIZATION DETAILS</b>     |  |
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| <b>Organization Name</b>        | Hong Kong Housing Society  |
| <b>Organization Description</b> | Hong Kong Housing Society is a non-government organization aiming to serve the needs of the Hong Kong community in housing and related services. We strive to be a world-class housing solution provider and innovator with leadership in quality, value for money and management. We put Customer, Quality, Talent and Prudence as the core values that support our guiding principles.   |
| <b>JOB DETAILS</b>              |  |
| <b>Position</b>                 | Manager (Project Management)(Contract)<br>[Ref: M(PJ)(Contract)]   |
| <b>Job Description</b>          | <ul style="list-style-type: none"> <li>• Manage design and construction development in schematic designs, detail designs, tender documentations, construction progress and quality of works on sites.</li> <li>• Manage and monitor consultants' and contractors' input and performance.</li> <li>• Manage and monitor technical, safety, environmental and contractual aspects of projects under construction.</li> <li>• Coordinate with internal parties on planning issues and feasibility studies.</li> <li>• Prepare tender documents.</li> <li>• Handle enquiries and complaints.</li> <li>• Manage defects rectifications and improvement works of completed projects.</li> </ul>            |
| <b>Minimum Qualifications</b>   | <ul style="list-style-type: none"> <li>• Degree in Architecture, Building Studies, Building Surveying or related disciplines from recognized institutions, or professional qualification from recognized professional bodies.</li> <li>• Preferably with 7-10years' post graduate experience in planning, design and project management, or 2-4 years post professional qualification experience.</li> <li>• Good knowledge of related ordinances, statutory procedures and professional practices.</li> <li>• Good interpersonal and communication skills.</li> <li>• Good written and verbal communication skills in both English and Chinese.</li> <li>• Proactive and self-motivated.</li> </ul> |

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| <b>Application Method</b>           | Attractive remuneration package will be offered to suitable candidates. To apply, please send your application with full resume and reference quoted to Human Resources Manager by fax: 2882 4466 or through online application:<br><a href="http://www.hkhs.com/online.recruit">http://www.hkhs.com/online.recruit</a> |
| <b>Length of Working Experience</b> | Please refer to the above   |
| <b>Application Deadline</b>         | 25 January 2021 (Monday)  |