



Hong Kong Construction Association

Senior Manager

The Hong Kong Construction Association is seeking an accomplished and experienced professional from the Building Industry to join our Secretariat team as **Senior Manager**. The pivotal role will drive governance, statutory liaison, and operations of key industry committees.

We welcome applications from capable individuals who are committed to advancing the construction industry and possess the following skills.

Key Responsibilities

- **Secretariat Support:** Lead and manage the full spectrum of activities, meetings, and programs of the Building Committee, Index Committee and Maintenance Subcommittees.
- **Committees Governance:** Develop agendas, draft comprehensive papers and minutes, and monitor industry data, indices, cost fluctuations, and market trends
- **Government Liaison:** Coordinate effectively with departments including the Architectural Services Department, Buildings Department, Housing Authority, and Hospital Authority.
- **Stakeholder Engagement:** Build strong relationships with association members & industry stakeholders, gathering feedback and fostering consensus on technical, contractual and regulatory initiatives.

Requirements

- Bachelor degree or above in Architecture, Building Studies, Building Technology and Management, Civil Engineering, Quantity Surveying or other relevant construction disciplines.
- Minimum of 10 years' construction industry experience, preferably with main contractors.
- Strong knowledge on Buildings Ordinance, Statutory Submissions, Construction Standards & Specifications, Building Codes, Regulations, Maintenance Practices, Procurement, and Safety Policies & Practices.
- Candidates with **Authorized Signatory** or above qualification will be given preference.

Remuneration & Application

An attractive remuneration package will be offered to the right candidate. Interested applicants please send full resume, portfolio, expected salary and availability by email to whluk@hkca.com.hk, davidleong@hkca.com.hk and hr@hkca.com.hk.

Applicants who do not receive a response within 4 weeks may consider their application unsuccessful. All documents submitted from unsuccessful applicants will be destroyed within 6 months of receipt.

Personal data collected will be used for recruitment purpose only.