

Assistant Property Officer

Responsibilities

- Carry out property management activities within the assigned shopping centres and carparks
- Monitor property management services, perform asset portfolio analysis
- Implement business strategies for achieving better operational efficiency

Requirements

- Degree holder or above in Housing Management, Estate Management, Property Management or related disciplines
- Minimum 1 year of relevant working experience in property management
- Knowledge in Deed of Mutual Covenant, Building Management Ordinance, security and guarding laws
- Good communication and interpersonal skills
- Proficiency in PC skills, particularly on MS Office and Chinese Word Processing
- Fresh graduate will also be considered

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme (include eligible dependents), life insurance, Employee Unit Purchase Plan and performance-based incentives.