

Assistant Project Manager

Responsibilities

- Carry out feasibility study for the viability of trade-mix retail facilities for the tenancy in shopping centres
- Prepare layout plans for leasing and related Alteration & Addition (A&A) works
- Carry out survey to verify the site condition
- Prepare cost estimate and programme for A&A proposal
- Prepare procurement and document
- Coordinate and manage various parties and consultants for A&A projects
- Maintain and update record drawings

Requirements

- Bachelor Degree holder in Building Surveying, Architectural Studies, or related disciplines
- Familiar with the statutory requirements of Buildings Ordinance and allied Buildings Regulations, related Code of Practices and Practice
- At least 5 years relevant experience
- Knowledge in using AutoCAD and Adobe Photoshop
- Able to work in a team and individually with sense of responsibility
- Good interpersonal, communication and co-ordination skills

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.