



The Management Company of Olympic House Ltd (MCOHL), affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to manage the office building of Olympic House and provide the meeting facilities to users. We are now looking for the right candidate to fill up of the post of **Assistant Manager (Maintenance)** of MCOHL Ref: [AM(Mains)] on contract basis, which is renewable subject to the prevailing conditions.

Duties:

The **AM (Mains)** will mainly be responsible for the following duties:

- (i) to assist day-to-day operation of Olympic House (OH) including supervising and coordinating the contractor's work of repairs/ maintenance, cleaning, security, landscaping, and all matters relating to building and audio-visual equipment;
- (ii) to liaise with the government departments on maintenance work and major projects at OH;
- (iii) to prepare the work specifications and drawings for projects of repairs and maintenance works; and
- (iv) to prepare and manage the budgets for renewal of maintenance contracts and upgrade of the audio-visual equipment.

Requirements:

Applications should have:

- (i) a recognized University degree or post-graduate qualifications with Property and Facilities Management, E&M Engineering/ Building Services or related disciplines as one of the subjects studied preferable;
- (ii) at least 5 years' related working experience in property/ facilities management or building maintenance with 2 years in supervisory level;
- (iii) a registered electrical worker license with class BO or above; and
- (iv) good command of written and spoken English and Chinese.

All short-listed applicants will be invited to attend a written test.

Remuneration

Successful candidate will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance. Successful candidate will be offered the post at a salary subject to his background and work experience.

Application

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 29 December 2023. Please mark [**Ref.: AM(Mains)**] on the application.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.



The Management Company of Olympic House Ltd (MCOHL), affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to manage the office building of Olympic House and provide the meeting facilities to users. We are now looking for the right candidate to fill up of the post of **Officer (Finance)** of MCOHL Ref: [O(Finance)(MCOHL)] on contract basis, which is renewable subject to the prevailing conditions.

Duties:

The Officer (Finance) (MCOHL) will mainly be responsible for the following duties:

- (i) To handle full set of accounts of the MCOHL;
- (ii) To be responsible for payments and receipts of the MCOHL;
- (iii) To prepare periodic reports for internal and external reporting purposes;
- (iv) To prepare for the monthly payroll of staff members of the MCOHL;
- (v) To issue debit note / correspondence to hirers for facilities hiring and other ancillary services; and to arrange refund of the hire charges due to any cancellation;
- (vi) To maintain the register for the inventory, services agreement and the hire charges of the MCOHL;
- (vii) To prepare bank deposits and file all accounting documents of the MCOHL;
- (viii) To provide clerical support to the Finance Team of the SF&OC; and
- (ix) To perform any other duties assigned by the seniors.

Requirements

Applicants should have

- (i) Post-secondary qualifications, with LCC Higher Accounting or equivalent;
- (ii) a minimum of 1 year experience in accounting field; experience in handling the accounts of non-profit organization preferred;
- (iii) proficient in handling full set accounting;
- (iv) proficiency in Excel, MS-word and Chinese processing;
- (v) able to work under pressure and independently and meet tight reporting schedules; and
- (vi) good command of Chinese and English.

All shortlisted candidates will be invited to attend a written and computer test.

Remuneration:

Successful candidate will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance. Successful candidate will be offered the post at a salary subject to his background and work experience.

Application:

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 29 December 2023 Please mark [O(Finance)(MCOHL)] on the application.

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