



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

Executive (Facilities Management) (Ref: E(HRA)-03/24)

Major Responsibilities:

- Provide a range of general administration services including office accommodation, facilities management, procurement and budgeting, etc;
- supervise contractors for service delivery and compliance with statutory requirements in facilities management;
- assist in planning and tendering for outsourced services including building management, security, technical repair and maintenance, etc; and
- any other related duties as assigned.

Entry Requirements:

- A recognised university degree with preferably 2 years' post-degree working experience;
- degree in the fields of facilities management, real estate, housing management, property management, science, engineering or related areas would be an advantage;
- with at least 1 year relevant administrative and facilities management experience;
- strong intellectual, analytical, organisational and interpersonal skills; and
- good command of English and Chinese, and good PC skills.
- Applicants may be considered for other related positions should suitable vacancies arise.

Remuneration and Terms:

ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**

2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **20 March 2024**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.