

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing as soon as possible or as mutually agreed.**

Facilities Coordinator (Peak Campus)

(Working Hours: Monday to Fri from 8am to 4:30pm)

We are seeking an energetic **Facilities Coordinator (Peak Campus)** to join our Facilities Team. The successful candidate will assist the Facilities Team in the day-to-day operations, administrative processes, financial control, staff management and document control, among other tasks stated below. You will be working across the Facilities team with a Direct report to Senior Facilities Manager

Duties

Administration

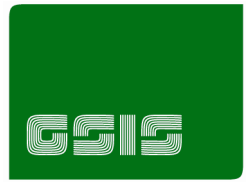
- Manage Facilities Management team calendar, co-ordinate leave plan, staff leave record, overtime records for special duty, duty roster, and staff training record.
- Arrange departmental meeting, prepare agendas, minutes and keep track on deadlines.
- Maintain and monitor an efficient filing system for Facilities Management.
- Log in and out of correspondences related to Facilities Management Team.
- Serving as a liaison between staff and the maintenance team/suppliers for work allocation.
- Following up on purchase request, procurement, orders & deliveries.
- Maintaining of facility inventory and related administrative documentation.
- Coordinate with the Senior / Facilities Officer to maintain an adequate asset list for school.
- Maintain and keep the SCRC records from outsourced contractor.
- Coordinate with Senior Facilities Manager and Senior Facilities Officers on access control systems (including keys and access card management).
- Create and manage records for all contracts, licenses, lease, warranties and their expiry date. Being the gate keeper for renewal of contracts and co-ordinate with other team members on timely renewal.
- Create a training plan yearly and arrange the training for the Facilities Management Team; keeping the attendance records.
- Assist the Facilities Management Team as requested, e.g. traffic duty in specific period (school start).

Customer Services

- Coordinating maintenance requests, receiving requests, assessing them in cooperation with the Senior Facilities Manager and allocating/delegating them to internal Facilities staff or external contract.
- Handle enquiries.
- Help to implement/monitor needs and requests. Coordinate with the Senior Facilities Manager for internal client issues.

Finance

- Assist the Senior Facilities Manager in preparing financial forecasting and budgeting



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- Prepare monthly report on Facilities Management team expenses, utility consumption, consumable usage and recycling data.
- Create and maintain procurement summary to keep track on all the Facilities Management procurement from requisition to payment.
- Gather Facilities Management Staff's monthly reimbursement (e.g. monthly mobile fees) and submit to Accounting Team.
- Being the holder and record keeper of the team's petty cash.

Procurement

- Keep track of Contract Management Database, ensuring is always up to date.
- Assist the Senior Facilities Manager to create and manage operational statistics
- Procurement for Facilities Management products (such as furniture, appliances, tools, personal safety equipment etc.
- Take lead on furniture budgeting, procurement and delivery.
- Keep asset record, co-ordinate and manage annual stocktake.

Health & Safety, Risk Management

- To establish and maintain a clean and safe environment in school.
- Support disaster recovery and business continuity plans
- Follow established escalation procedures and incident reporting procedures.

Requirements

- Holder of Business Administration or related degree
- Minimum 3 years' experience, preferably in Building / Project Management industry.
- Detail minded and good planning and organizing skills.
- Good oral and written communication skills.
- Ability to prepare accurate and timely written documentation.
- Ability to provide effective and quality customer service.
- Good at word processing and statistic.
- Good Team player.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal <https://www.gsis.edu.hk/en/about-us/careers/job-openings>. Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.