

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English—providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position:

MAINTENANCE OFFICER

The Maintenance Officer assists the Project Manager in the day-to-day operations on planning and executing preventative maintenance plan for the campus and supervising the in-house technicians and contractors on the campus repair and maintenance works. The individual oversees procurement and inventory control as well as compiling records and schedules for the Facilities Team.

What is required

- To prepare and execute preventative maintenance plan for all major equipment and facilities for the campuses to ensure facilities in normal operation and compile with statutory and safety requirements
- Provide guidance, support and supervision to in-house technicians on routine/emergency repair and maintenance works.
- To plan, engage and supervise contractors to carry out the repair, maintenance and project works, including prepare detailed technical specifications and drawing for obtaining quotations and tender documents.
- Supervise and control the progress and quality of works performed by contractors.
- To interface with all relevant parties including contractors, government authorities and internal departments, to ensure works are executed according to planning and in compliance to statutory requirement.
- Supervise and carry out Testing and commissioning.
- In charge of parts procurement and inventory control.
- Assist in budget preparation.
- Compile up-to-date operation & maintenance records/drawing, asset list and equipment schedule.
- Attend emergency and provide support out of official working hour as required.
- To assist event set up and traffic control.
- To establish and maintain a safe and secure environment in school.
- To supervise work safety of technician.
- Perform any other duties as assigned by the Project Manager and Director of Operations

What we are looking for

- Higher Diploma in Electrical / Building Services Engineering / Building Studies or related disciplines.
- Holder of Construction Industry Safety Training Certificate (Green Card), candidate with Grade A Registered Electrical Worker Certificate would be an advantage
- Minimum 2 years relevant experience in building maintenance
- Good PC knowledge in MS Office and preferably in AutoCAD



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- Good command of spoken and written in both English and Chinese
- Self-motivated, responsible, service-oriented, detail-minded, and good at multi-tasking
- Excellent interpersonal, teamwork, leadership and problem-solving skills

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 including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all student at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, education benefits and 13th month salary payment. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria, are offered at reduced prices.

Our employees work in a "high trust" environment where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>). Personal data collected will be used for recruitment purposes only.

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.