

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of more than 1,250 students.

The following role is open for application from qualified and experienced candidates commencing in January 2021 or as mutually agreed.

PROJECT COORDINATOR

The successful candidate will assist the Mechanical Engineer and Director of Operation in the day to day operations and maintenance on M&E related matters and Project coordination including with external contractors and consultants as well as monitor high impact orientation of M&E systems.

DUTIES

Assist in coordination between Facilities & M&E consultants:

- Monitor on site project progress
- Report project status to Facilities Manager and Operations Director
- Identify critical issues and quality divergence within M&E systems in the School; recommend remedial actions
- Log in all the M&E defects into a data log system, and categorize them
- Follow up with contractor to rectify defects in order to comply with necessary building certificates
- Organize site-walks with relevant parties (Consultants, contractors) to inspect/sign off defects
- Monitor & maintain the Fire Services, Electrical and HVAC (Heater Ventilation Air Conditioning) system of all buildings
- Monitor and resolve problems relating to the systems to ensure facility services are running properly
- Analyze existing operational processes and explore ways to enhance efficiency
- Recommend and discuss new projects for facility enhancement
- Get quotations from contractors for new projects and coordinate with FM team on M&E related works
- Assess ability/compliance of tenders for (M&E) maintenance contracts

REQUIREMENTS

- Minimum 3-5 years' experience in Building Electrical and Mechanical /Project Management; Experience of interaction with Projects delivery of various sizes
- Tertiary education in Project Management, Building Services, Mechanical Engineering, Electrical Engineering or related disciplines
- Fluent spoken English and Cantonese speaker
- Ability to prepare accurate and timely written documentation
- Ability to read electrical/mechanical schematic drawings
- Computer Skills (Office Software) and knowledge in CAD
- Detail minded and organization skills
- Excellent Communication skills
- Team player with good organizational, communication and client management skills
- Knowledge in site co-ordination and vendor management

GSIS offers competitive salary, medical health insurance, annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and Guildford Road Campus, subject to availability.

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/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>.

Applicants not invited for an interview after six 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.



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