

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 1250 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 from experienced and qualified candidates for the following position **commencing as soon as possible** or as mutually agreed.

PROJECT COORDINATOR

The successful candidate will provide assistance to the Project Manager and Director of Operations on building services and facilities projects, including new and renovation work, tender document preparation, and project coordination with internal and external stakeholders. Work independently to ensure project success

DUTIES

- Handle projects for repair, replacement and upgrading of building services, building facilities installation and building envelope.
- Provide regular progress updates to Project Manager and Director of Operations, and promptly address any issues that arise.
- Identify critical issues and quality divergence within facilities in the School; recommend remedial actions.
- Full range of project management duty from kick off to making good defects.
- Analyze existing operational processes and explore ways to enhance efficiency.
- Identify new and renovation projects to enhance facilities, and source suitable design and materials, providing recommendations and cost estimates to stakeholders.
- Prepare detailed technical specifications and drawings, and create quotations and tender documents and evaluate tender submissions for compliance and recommend suitable options.
- Monitor contractors' work progress and performance to ensure timely and quality delivery of work in accordance with established standards and requirements.
- Liaise with contractors, consultants, government authorities, and internal departments to ensure works are executed as planned and in compliance with statutory requirements.
- Act as the point of contact and communicate project status to all stakeholders.
- Help prepare and control project budgets, ensuring costs remain within approved limits, and providing regular payment forecasts and status updates.
- Compile up-to-date record drawing and material list.
- Perform other tasks as assigned by the Project Manager and Director of Operations.

REQUIREMENTS

- Minimum 3 years of Building Maintenance/Project Management experience, with exposure to Projects of various sizes.
- Tertiary education in relevant disciplines such as Construction Project Management, Building Services, Mechanical Engineering, or Electrical Engineering.
- Strong English and Chinese communication skills, both written and spoken.
- Proficient in MS Office and AutoCAD, with knowledge in Photoshop as a plus.
- Self-motivated, detail-oriented, and skilled at multitasking.
- Excellent interpersonal, teamwork, leadership, and problem-solving skills.
- Strong organizational, communication, and client management abilities.
- Familiarity with BMI is an advantage.

GSIS offers benefits such as competitive salary (13th month salary payment), annual leave and medical benefits. 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 submit your resume to us via the GSIS online recruitment portal (<http://mygsis.gsis.edu.hk/careers/jobopenings/>), 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 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