

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**.

### **BUILDING SUPERVISOR / FACILITIES ASSISTANT (PEAK CAMPUS)**

(Mon to Fri from 7am to 4pm or 8am to 5pm, including a lunch break; alternate Saturdays from 8am to 12 pm)

The Facilities Assistant is responsible for supporting the daily operations basically in Peak Campus but might need to work in Pokfulam Campus if required. and assisting the Facilities Officer and other senior in managing and maintaining the building and facilities. This role involves coordinating cleaning, security, repair, mobile work, event set up and basic maintenance works, as well as providing overall support for the management and upkeep of the school environment.

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THE PEAK HONG KONG

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The working hours and workdays are flexible and can be discussed during the interview. We will try to accommodate the applicant's requests wherever possible. Occasionally evening work is required, and compensation will be provided either in the form of overtime pay or time in lieu.

### **Duties**

- Assist the day-to-day operations of the Campus.
- Events' set up and resume venues, e.g. arrangement required furniture, signages & other facilities, and collection back to storage after the events. Standby for Events' support and assistance.
- Routine campus patrol to identify any irregularities e.g building defects and facilities' multifunctionality, ad-normal cleaning condition and report timely to avoid dangerous.
- Traffic control to enforce road safety.
- Prepare security CCTV footage and record when required.
- Handy works for minor repair.
- Delivery of Parcels/Items within campus in safety way.
- Upkeep the plants within Campus with general watering tasks.
- Escort delivery and contractors when required.
- Tidy up storerooms and prepare storage lists.
- Any ad hoc works assigned by Supervisors

### **Requirements**

- Secondary level or above, can use basic English for communication will be best.
- Security background & experiences in Control Room is highly preferable.
- Outgoing & pleasant personality.
- Computer literacy includes Word & Excel, Chinese Input is preferable.
- Physical and mental fit to cope with the required duties.
- Feasible, initiative and can do attitude.

GSIS offers benefits such as competitive salary, 13<sup>th</sup>-month salary payment, annual leave, and medical benefits.

### **HOW TO APPLY**

If you are interested in this position, please apply via phone to Ms Chloe Kim 2849 6216 or send your CV to [hr@gsis.edu.hk](mailto:hr@gsis.edu.hk). Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/en/about-us/careers/job-openings/>. 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.***