

Job Title: Operations Officer (Logistics)

Responsibilities:

- Coordinate and work with other departments/services providers of the company on event related logistics and transport function
- Monitor service partner performance
- Prepare transportation fact sheet, morning news and traffic plan
- Plan and coordinate on logistics and transport setup for exhibitions or event
- Plan, coordinate and monitor the franchised bus services, coach service, Airport Express Line train service, parking and valet parking service
- Coordinate with MTRC on special train schedule, maintenance schedule, joint inspection and drill exercise
- Coordinate with Airport Authority on event traffic, special parking arrangement, temporary carpark, road works, offsite staging area and temporary traffic arrangement
- Coordinate with Tsing Ma Control Area on scheduled road works and events
- Provide briefing to duty team, security guards or logistics controllers on logistics and transport arrangement
- Monitor and update transportation information on website
- Handle staff parking permit application
- Procure, manage and dispose logistics equipment
- Assist in any other administration duties as directed by Head of Security and Operations Manager (Estate Management & Logistics)

Requirements:

- Diploma or above in Logistics and Transport Management or related disciplines
- Minimum of 3 years relevant working experiences, with 1 year solid experience at supervisory level, preferably in sizeable organization
- Experience in service partner performance supervision is preferred
- Experience in event logistics and transport operation would be an advantage
- Experience in liaison with government bodies and public transport companies would be an advantage
- Holder of a Valid Security Personnel Permit is preferred
- Possess a valid Hong Kong driving license (vehicle category 1) and first-aid certificate is preferred
- Proficient in computer applications
- Fluent in both spoken and written English and Chinese

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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