

Job Title: Senior Building Manager / Building Manager

Responsibilities:

- Prepare budgetary estimates for event technical supports within his / her responsible areas for corporate financial planning
- Monitor and control the budgeted expenditures of the systems / functions as assigned and ensure that all these systems are operated cost-effectively by means of:
 - Identify variance and finding alternative to minimize the scale of variance and promote energy saving measure
 - Regular audit and review of maintenance work flow, methodology and frequency as well as resource allocation to minimize cost of work
 - Search for alternative or substitute repair materials, at better terms of sale or lower price that have same quality and function for the replacement of obsolete parts
- Develop, review, implement and enforce policies, procedures, rules, regulations, manuals and guidelines for carrying out effective and systematic maintenance
- Plan, design, schedule, and supervise the maintenance activities on the facilities as assigned to ensure that all these hardware are in their best operating condition at a high degree of quality, reliability and cost-effectiveness and meet all relevant legislation and regulations
- Supervise the performance of Service Partners to ensure the day-to-day activities are being carried out in accordance with the established guidelines, procedures, manuals, and strategies and to ensure that the maintenance or other activities of the systems / facilities as assigned are organized and carried out timely and competently by prioritizing task and avoiding backlog
- Draw up and regularly review the effectiveness of guidelines and rules for contingency plan for dealing with emergency breakdowns. Direct front line staff are required to promptly respond to emergency and to decide both temporary fixes and permanent repair actions
- Attend to emergency calls relating to functions of the Department as required to safeguard the interest of the Company and to ensure its continuous business operation
- Study, plan and carry out enhancement works for improving cost-economies and optimizing performance of the above systems / facilities
- Provide competent technical supports and sound professional advice on a timely basis to meet users' and customers' requests in relation to the event technical support
- Prepare cost estimates and quotations for all external requests for events to be held at AWE
- Provide support on building facilities for event set up, dilapidation inspection recording and remedial works, and also vetting of booth layouts and drawings for compliance to rules and regulations

Requirements:

- Degree / Higher diploma or above in Building Studies, event/ exhibition related technical course or other relevant Engineering disciplines
- Minimum 10 years of relevant experience
- General knowledge of the current legislations relating to building structure and fabric and contract law

- Knowledge of maintenance management practice and builder's work design
- A good team player with mature personality, well-organized, independent and responsible
- Able to work under pressure with ability to handle multiple tasks
- 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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Update as of 15/01/2019