

Job Title: Technical Officer

Responsibilities:

- To assist the Facilities Management Department for setup, implementing and maintaining facilities for the company business to ensure safe and well equipped environment;
- To assist to maintain, monitor and to ensure the effective use and health of all the different types of asset, and utilization on resources and space allocation
- To co-ordinate with service partners/ contractors to deliver event related service to organizers, exhibitors and customers
- To carry out any duties in particular those related to event support assigned by management
- Assist in other ad hoc projects as assigned

Requirements:

- Diploma / Certificate or above holder in technical discipline, fresh graduates will also be considered
- Minimum 1-2 years' working experience in property / facilities management or related field
- Solid working experience in 3D CADD/ BIM applications (AutoCAD/ Revit/ Navisworks) will be an advantage
- Good command of both written and spoken English and Chinese
- A good team player with mature personality, well-organized, independent and responsible
- Good planning, organizational skills with outstanding attention to details
- Smart, responsive and able to work under pressure with ability to handle multiple tasks
- Work on shift duty if required

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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