

Administrative Manager (Ref: 2500373) Estates Office

The appointee will assist the Director of Estates in strategic space management including but not limited to stock-taking of space allocation, coordinating space utilization survey, data collection and space data reports, handling enquiry/space requests and liaising with internal and external parties on space matters, identifying opportunities for space efficiency and improvements in utilization and providing all necessary support to facilitate the strategical planning on space usage and allocation to meet the University-wide initiatives. He/She shall also maintain and update the campus space inventory, prepare conceptual test fits space allocation and furniture plans, keep various budgets and accounts managed by the Office, provide secretariat support to the working group or/and other related committees, assist in supporting all estate-related functions including facility/ project management and perform any other duties as assigned.

Applicants should have a recognized Bachelor's degree preferably in Quantity Surveying or related disciplines with at least 7 years of post-qualification work experience at the executive level. Strong communication and excellent organizational skills with high proficiency in both English and Chinese are required, along with familiarity with computer applications such as AutoCAD, MS Word, Excel, PowerPoint, Chinese Word Processing, and web applications. Experience in institutional and/or educational space planning and extensive understanding of space utilization strategies will be a strong advantage. Independence, capability of multi-tasking, being highly self-motivated, attention to details and the ability to work under pressure and to meet tight timelines are essential qualities. Shortlisted candidates may be required to sit for a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **18 April 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.