



香港觀塘有信街 2 號  
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## **RMHC HONG KONG Assistant House Manager (Facilities)**

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 26 years and worldwide for 48 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit [www.rmhc.org.hk](http://www.rmhc.org.hk)

**Report to the House Manager (Kwun Tong), the Assistant House Manager (Facilities) is expected to play an important role in the development of the new Ronald McDonald House, and help the promotion of family centered care services through RMHC services and programs.**

**This exciting job provides an opportunity for one to get involved in a very meaningful project, as well as to extend one's full potential for career exposure and growth.**

**This position will station in Kwun Tong House**



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Key Responsibilities:

- In-charge and be Familiarized with all systems in the House, including but not limited to property management system, door lock system, fire system, security system, building management system, elevator, M&E facilities, card and key access system, etc.
- Schedule, perform regular safety checks including but not limited to sump pumps, HVAC system, emergency lighting, sprinkler system, smoke detectors, elevator, etc. And conduct necessary training and drills, for example, fire drill, etc.
- Perform a walkthrough inspection of the facilities when on duty. Deal with minor maintenance/repair issues.
- Manages all out-sourced service contracts related to facilities management. Maintain maintenance and warranty records and ensure compliance of all permits and inspections.
- Supervise fault diagnosis and recovery process during system breakdown and service interruptions, and to initiate necessary contingency action plans in case of technical issues. Document any unresolved maintenance problems and equipment failure.
- In case of a weather emergency or in case of other problematic situation contact management and remain on duty.
- Remain accessible by phone during work hours.
- Shift work at weekend and public holidays is needed to meet operations needs.



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Requirements:

- Higher Diploma or above in Electrical Engineering, Property Management, Facilities Management, Building Service or related discipline. Holder of Certificate of Registration of Electrical Worker A(0)/B(0) license is preferred but not a must.
- Minimum 5 years of relevant experience in building services maintenance .
- Solid experience in crisis management, handling critical and emergency situation.
- Experience in Residential Care Home and Rehabilitation services is preferable.
- Experience and knowledge in EMS, security management, building management or Occupational Health and Safety will be an advantage.
- Good knowledge of local regulations and legal compliance on building services, property management and E&M standards.
- Good people management skills, financial management skills and administration skills. Strong organizational and interpersonal skills.
- Strong leadership and project management, good team player, and ability to work independently and manage multiple projects in a fast-paced environment.
- Proficient in both English and Chinese, written and verbal. Ability of speaking Mandarin is an advantage.
- Hands on knowledge of MS Office applications.
- Able to work a flexible schedule, including weekend and public holidays when needed according to operations need.

Interested parties please send your CV with present and expected salary to [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)