

# The HKCCCU Logos Academy

**Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode.**

We are now inviting high caliber candidates to apply for the following post:

## **Repair & Maintenance Supervisor (REF: LA-2324-NT-RM)**

### **Job Responsibilities:**

- Report to the senior management and is responsible for the property and facilities management of the campus;
- Responsible for overseeing facilities maintenance and management of projects in the campus;
- Manage the planning, coordination, and monitoring of all maintenance work;
- Hands on experience of installation and maintenance of equipment, and repair of facilities and/or equipment is a must;
- Ensure maintenance requests are completed within a reasonable timeframe and provide report on completion of job status;
- Work closely with the senior management for the effective management and administration of campus facilities, maintenance & operations and third party vendors;
- Responsible for the communication with Education Bureau and other government departments on campus development and maintenance issues; and
- Prepare all relevant documents relating to procurement procedures for property and facilities management.

### **Requirements & Qualifications:**

- Degree holder (Preferred);
- At least 3-4 years of relevant working experience;
- Experience in educational facilities management in Hong Kong is an advantage; and
- Good command of written and spoken English and Chinese (Mandarin and Cantonese).

Online application: -

Please visit school website <https://www.logosacademy.edu.hk/en/category/news/recruitment/> for details and online application.

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.  
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*