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FACILITIES COORDINATOR

Hong Kong

Work closely with the Facilities & Security Manager, Asia to effectively and efficiently operate and maintain building functions, including monitoring and maintaining building systems and facilities equipment, upholding integrity of building common areas, overseeing performance of building maintenance tasks, repairs, and scheduling and providing direction to service vendors. This role is responsible for all Hong Kong corporate locations including the West Kowloon gallery and office, and Pedder Building watches space.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Work closely with the Facilities & Security Manager, Asia on all responsibilities integral to Facilities, including but not limited to the following:
 - Liaise with Building Management for general maintenance and operation of all building equipment, including HVAC systems, plumbing systems, electrical systems, lighting systems, building automation systems, elevator and escalators, etc.
 - Monitor and inspect mechanical systems and immediately address functional and safety issues.
 - Schedule routine preventative maintenance and maintain record keeping.
 - Troubleshoot and perform actions necessary for operation.
 - Supervise contractors and vendors for repairs/maintenance needed.
- Manage building systems such as intruder alarm, building access control, leak detection, HVAC controls, lighting controls, fire alarm, fire suppression systems, fire extinguishers
- Scheduling of building deliveries and freight elevator usage and maintaining a clear and organized loading space.
- Oversee integrity of the building common areas and mechanical spaces including electrical rooms, HVAC equipment areas, MDF room, AV areas, storage, loading areas, fire exits, breakroom and pantry.
- Schedule and oversee contractors performing property repairs and coordinate building access, sprinkler and fire alarm shutdowns with building.
- Implementation of workplace safety policies and standards.
- Responsible for pest control and extermination.
- Assist with exhibition, event and auction setups.
- Emergency response duties as required by Manager.
- Administrative responsibilities as assigned by Manager.
- Perform other duties as assigned by Manager.

Professional Skills and Experience

- Minimum 2 years of facilities maintenance experience, preferred.
- Proficient using a computer including MS Word and email.

- Ability to document and maintain logs.
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Education and Training

- Bilingual in English and Chinese, preferred.
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Personal Attributes

- Proactive with excellent organizational skills.
 - Ability to deal effectively and efficiently with multiple tasks.
 - Dependable, consistent and punctual attendance, required.
 - Flexibility to meet the demands of the business.
 - Ability to supervise employees and conflict resolution.
 - Detail oriented and well organized, with ability to plan projects, activities and schedule several months in advance.
 - Ability to effectively and professionally communicate.
 - The employee is frequently required to stand, walk, use stairs, crouch, get on hands and knees, use hands, use tools.
 - Capable of climbing ladders to make inspections above the ceiling, remove ceiling tiles.
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Working Conditions

- Work is primarily undertaken in our Hong Kong gallery and office locations.
 - Standard working hours are 9am-6pm, however ability to work early mornings, weekends, some nights and extended hours as needed.
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