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FACILITIES & OPERATIONS OFFICER / SENIOR OFFICER

Hong Kong

Work closely with the Office, Facilities and Inventory Manager to support the day-to-day operations for the office, as well as exhibitions, auctions, tours and events. This position works closely with specialist departments, marketing team and business development team to deliver exceptional client experience.

With regards to Facility, the position requires the individual to effectively and efficiently operate and maintain building functions, including monitoring and maintaining building systems facilities equipment, and overseeing maintenance performance of service vendors.

This role is responsible for all Hong Kong corporate locations including the West Kowloon gallery and office, Pedder Building watches space and any other potential venues.

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

- Assist with daily office operations.
- Assist in the execution of auctions, previews and events, including venue installation/ deinstallation, management, logistics planning, event rundown, budgeting and staffing.
- Coordinate with the account team on invoicing of the operations team and maintain accurate payment records.
- Purchase of equipment, furniture and any other supplies.
- Liaise with Building Management for general maintenance and operation of all building equipment and common areas, including HVAC systems, plumbing systems, electrical systems, lighting systems, building automation systems, elevator and escalators, AV areas, storage, loading, pantry, etc.
 - Monitor and inspect mechanical systems and immediately address functional and safety issues.
 - Schedule routine preventative maintenance and maintain record keeping.
 - Supervise contractors and vendors for repairs/maintenance needed.
- Schedule and oversee contractors performing property repairs.
- Manage license related to the galleries, café, warehouse and office space.
- Be ready to be cross-trained for and support cross-functional duties such as but not limited to property management, inventory management, security.
- Emergency response duties as required by Manager.
- Administrative responsibilities as assigned by Manager including but not limited to office administration.
- Perform other duties as assigned by Manager.

Professional Skills and Experience

- Minimum 1 year of operations experience.
- Minimum 1 year of facilities maintenance experience, preferred.
- Candidates with more experience could be considered as Senior Officer.
- Proficient using a computer including MS Word, Excel, PowerPoint and email.

- Ability to document and maintain logs.
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Education and Training

- Fluent English, Cantonese and Mandarin spoken and written skills.
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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 service vendors 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 occasionally required to stand, walk, get on hands and use tools.
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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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Additional Info

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".
