

Estate Manager
REFERENCE NO.: GHK-EM

Reporting to the GM, Operations, you are mainly responsible for all aspects of Estate Management matters.

Job Descriptions:

- Manage the daily operations of car park, facilities and security management services
- Establish and implement safety and security policies and procedures to ensure company interests are safely guarded against all potential threats
- Handle emergency situations, crowd control, event management and security related incidents
- Prospecting for new Tenants and attending to Tenancy related matters

Requirements:

- Degree from a recognized university in Estate Management / Building / Business Administration/or related areas
- 7 years or above solid experience in the related fields and at least 3 years in managerial level
- Strong coordination, interpersonal and people management skills
- Good command of spoken and written English and Chinese.
- Ability to speak Mandarin is preferred
- Good supervisory skills, problem-solving and decision-making abilities