



香港李寶椿聯合世界書院

Li Po Chun United World College of Hong Kong (LPCUWC)

**Facilities/Administration Executive Officer
(to commence as soon as possible)**

About the College

Li Po Chun United World College of Hong Kong (LPCUWC) is a proud member of the global United World Colleges movement (www.uwc.org). Located in Hong Kong, our fully residential campus brings together 260 students from over 95 countries, the vast majority of whom attend on scholarships.

LPCUWC delivers a transformative, holistic educational experience anchored by the International Baccalaureate (IB) Diploma Program and supported by extensive experiential learning, outdoor education, and community service initiatives.

The Opportunity

We are seeking an experienced and dynamic **Facilities/Administration Executive Officer** to assist the Director of Administration with campus facilities management and school administrative matters.

Working closely with the Director of Administration, the Maintenance Supervisor and a team of maintenance staff, the Facilities/Administration Executive Officer will play an important role in various aspects of facilities management, including maintenance, procurement, budget and contract preparations etc.

How to Apply

To view the full draft job description and access the official application form, please visit our website at <https://www.lpcuwc.edu.hk/job-opportunities>

Please submit your C.V. with expected salary to: job@lpcuwc.edu.hk OR fax to 37640067

Personal data provided by job applicants will be used only for the purposes of recruitment at Li Po Chun United World College and will not be disclosed to any outside organisation.

(DRAFT)
Facilities/Administration Executive Officer
Job Description

Role Summary	To assist the Director of Administration in school administrative matters and campus facilities management.
Main Accountabilities	▪ Provide support in passing/translating information/requests between the requisitioners (e.g. staff, students, visitors, contractors and consultants etc) and the maintenance team for the day-to-day school operation, student activities, special events, maintenance works or building projects. ▪ Tour contractors/visitors/guests around campus, as required. ▪ Monitor and report the work safety of the contractors and/or maintenance staff to avoid any possible accidents to themselves and/or any other persons. ▪ Ensure that any worksite on campus and campus facilities are kept clean, tidy in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in a safe and secure environment suited to teaching and learning. Site check/walk is expected to record any findings, and submit it to the Director of Administration on a daily basis. ▪ Paperwork handling for the maintenance team including completing Material Request Forms, fixed assets and related inventory forms and documentations. ▪ Data entry and administrative support for the maintenance team e.g. budget data inputs, annual leave / special leave data entry for the maintenance team. ▪ Work under the supervision of the Director of Administration in preparation of contracts, quotations, tenders, reports, applications and any other administrative documentations etc. ▪ Any other duties – perform any other duties as assigned by the Director of Administration and/or the Principal
Typical reporting relationship	Director of Administration
Development / Training to support role competencies	<u>Development activities</u> To be negotiated as part of the performance management process. <u>Relevant courses</u> To be negotiated as part of the performance management plan.

Facilities/Administration Executive Officer

Job Specification

Minimum typical education	University graduate or equivalent
Minimum typical experience	Experience in facilities management and administrative matters
Core Professional / Technical competencies required	<u>Abilities</u> Ability to use initiative and take responsibility for tasks. Ability to work effectively, efficiently and cooperatively within an organisation. Good command of written and spoken English and Chinese. Proficiency in MS Office, Excel, Powerpoint. <u>Knowledge</u> Background and sound knowledge on facilities management and administrative matters. Hands-on experience at school setting preferred.
Core Soft / Transferable Competencies required	♦ Engaging and confident personality. ♦ Proactive and can-do mindset. ♦ Results driven and delivery focused. ♦ Excellent time management, organizational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.