



Jones Lang LaSalle works to foster an environment that values the richness of our differences and reflects the diverse world in which we live and work. By cultivating a dynamic mix of people and ideas, we enrich our firm's performance, the communities in which we operate and the lives of our employees. We seek to recruit a diverse workforce, develop and promote exceptional talent from diverse backgrounds, and embrace the varied experiences of all our employees.

Job Title:	Senior Facilities Manager
Business Unit:	Integrated Facilities Management
Report to:	Account Director
Location:	Hong Kong

ACCOUNTABILITIES

Reporting to the Account Director and based on-site at the client's office in Hong Kong, your major responsibilities are:

- Manage all aspects of the facility/property management service delivery for a corporate client account
- Plan and monitor the facility operations and budgets including the procurement / vendor management and risk management
- Act as single point of contact in the client site and liaise with the client's representatives to ensure excellent service delivery and client satisfaction
- Manage the performance of the on-site facilities management team
- Seek continuous improvement, drive environmental program and savings initiatives

REQUIRED QUALIFICATIONS & EXPERIENCE

- Degree in Building Services Engineering, Facilities Management, Business Administration or related disciplines
- Minimum of 8 years' experience in the corporate real estate or facilities management industry, preferably in the banking sector
- A good team player with proven organizational and communication skills
- High level client relationship management skills with experience in dealing with both internal and external clients
- Proven experience in managing critical environment in a banking environment
- Excellent written and verbal communication skills including high proficiency in English and Cantonese
- Hands-on computer skills in Microsoft applications such as MS Project and Excel

APPLICATION PROCESS

If you have the required qualifications, overall relevant experience, register your CV at: [Delphi > HR > Internal Job Postings](#)

If you know suitable external candidates for this role, please direct them to our career website: <http://www.joneslanglasalle.com.hk/HongKong/EN-GB/Pages/Careers.aspx>

Applicants not invited for interviews within 6 weeks may consider their applications unsuccessful. Information provided will be treated with confidence and used for the purpose of employment only.

Date posted: 20 May 2009