



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

To meet our business development needs, we are inviting high calibre professionals to join us for the following position:

Facility Operations Technician, FINANCE & ADMINISTRATION - ADMIN

Role and Responsibilities

- Reduce operational downtime caused by facility or equipment issues.
- Coordinate and monitor regular maintenance of air-conditioning, lighting, and other building systems to ensure a safe and comfortable working environment.
- Provide timely support for office repair and maintenance requests, reducing reliance on external contractors where appropriate.
- Support office events by coordinating venue setup, logistics, and related operational arrangements.
- Conduct fixed asset inventory checks and maintain accurate asset records to ensure compliance and accountability.
- Perform warehouse stock counts, carton verification, and inventory reconciliation to improve inventory accuracy.
- Assist in warehouse organization and storage management to optimize space utilization and operational efficiency.
- Provide general administrative and clerical support to facilitate smooth office operations.
- Liaise with internal departments on facilities, maintenance, and operational matters to ensure effective coordination and service delivery.

Qualifications and Required Attributes

- 持有有效電業工程人員註冊證明書 (A 級電工牌或以上) 。

Holder of a valid Registered Electrical Worker (REW) Licence Grade A or above.

- 持有有效建造業安全訓練證明書 (平安咭) 。

Holder of a valid Construction Industry Safety Training Certificate (Green Card).

- 具 8 年或以上寫字樓 / 物業維修及保養工作經驗，並具監督承辦商、跟進維修保養工程及處理緊急維修工作的經驗。

Minimum 8 years of office building/property maintenance experience, including supervising contractors, coordinating maintenance works, and handling emergency repairs.

- 熟悉寫字樓及樓宇設備系統之操作及維護，包括通風系統、消防系統、供排水系統、電力系統及冷氣空調 (MVAC) 系統。

Sound knowledge of the operation and maintenance of office building systems, including ventilation, fire services, plumbing and drainage, electrical, and MVAC (Mechanical Ventilation and Air Conditioning) systems.

- 負責監察物業維修保養、寫字樓改善工程及維修 / 翻新工程之進度、品質及安全表現。

Responsible for monitoring the progress, quality, and safety performance of property maintenance, office improvement works, and repair/renovation projects.

- 執行上級指派之其他工作。

Perform ad hoc duties as assigned by supervisors.

- 具良好溝通技巧及人際關係能力。

Good communication and interpersonal skills.

- 工作主動積極、具責任感及良好服務態度。

Proactive, responsible, and service-oriented with a positive work attitude.

- 具良好的團隊合作及協調能力，能有效與租戶、承辦商及內部部門溝通。

A strong team player with good coordination skills and the ability to communicate effectively with tenants, contractors, and internal departments.

- 能獨立處理日常維修管理工作及突發事故。

Able to work independently and handle daily maintenance operations as well as emergency situations.

Applications should be marked "Confidential" quoting the reference [TECH–F&A-Admin] with full details of education, professional qualification, work experience, present and expected salaries, contact telephone number and earliest date available. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or by email to hr@hkipa.org.hk.

*Personal data provided will be used for recruitment purpose only.
For more information, please visit our website at www.hkipa.org.hk.*