

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : CO
Ref : GR23_027
Tel : 2712 8900
Fax : 2715 6944

To : All Members

Date: 28 August 2023

Internal Staff Recruitment

Applications are now invited for the following post:

Operation Manager

Responsibilities:

- (a) Oversee the day-to-day operations of the organization, including management of resources, logistics, maintenance and repair work, cleaning and janitorial services, and security and safety procedures
- (b) Develop and implement policies and procedures to ensure the smooth and efficient operation of the organization's facilities, including maintenance and repair work, safety and security protocols, and environmental compliance
- (c) Develop and manage budgets for facilities operations, ensuring that expenses are kept within budgetary constraints
- (d) Responsible for renovation projects and technical administration work
- (e) Ensure health, safety, and environmental compliance with local regulatory codes
- (f) Work with external vendors and contractors to ensure that maintenance and repair work is completed in a timely and cost-effective manner
- (g) Support and manage IT communication tools and websites
- (h) Liaise with and collaborate with senior management as well as internal and external stakeholders to ensure action plans roll out effectively
- (i) Other ad-hoc tasks as required

Requirements:

- (a) Degree holder or above or any equivalent academic qualification preferred
- (b) 10 years or above of working experience in the public sector and at least 8 years at the managerial level
- (c) Strong problem-solving skills, with the ability to identify and resolve issues quickly and effectively
- (d) Strong attention to detail, with a commitment to delivering high-quality work and ensuring compliance with all relevant regulations and standards
- (e) Ability to work collaboratively with internal stakeholders and external vendors
- (f) Strong project management skills, with the ability to manage multiple priorities and deliver projects on time and within budget
- (g) Excellent command of written and spoken English and Chinese (including Putonghua)
- (h) Proficiency in MS Office (Word, Excel, PowerPoint)

Operation requirements may necessitate service outside normal office hours. Salary offer will be commensurate with qualification and experience. Candidate with less experience may be considered for the post of Assistant Operation Manager.

Terms of Employment: On one-year contract terms

Other Benefits: 12 days of Annual Leave and Medical Benefits. An end-of-contract gratuity will be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, plus 5% MPF contribution, will equal to 10% of the total basic salary drawn during the period of service. Free aviation and leadership training for those who may be interested.

Applications: Please forward your application with full CV, quoting reference “HKACC-OM” to the Acting Chief Staff Officer, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon or by email to recruit@aircadets.org.hk. Closing date is **11 September 2023**.

All personal data collected will be used for recruitment purpose only. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment. All personal data supplied will be destroyed within 6 months.