



香港仔坊會  
AKA

職位空缺編號：**AK2009008a**

僱主名稱：Anchor Limited

職位空缺名稱：Senior/ Assistant/Property Officer (Shopping Mall)

行業：物業管理

工作時間：每週工作 5~5.5 天，星期一至五 09:00~18:00 及星期六 09:00~13:00

薪酬：月薪\$15,000~20,000

工作地區：南區

資歷：Degree holder, preferably in Property Management or related discipline. Strong leadership, interpersonal and communication skill. Self-motivated with strong sense of responsibilities. Minimum 5 years' experience in property management with at least 2 years at supervisory level. Good computer knowledge including MS Word, Excel, Power Point and Chinese Word Processing. Good command both spoken and written English and Chinese.

職責：Assist in(1) providing property management services in Shopping Mall.(2)property handover/take back.(3)arranging events / promotions logistic matters including work with internal & external parties to ensure the smooth run of events/promotions. (4)Other job duties assigned by Manager.

備註：有薪年假，強積金，銀行假，醫療，年終獎金  
歡迎 50 歲或以上人士申請

職位空缺：1





香港仔坊會

AKA

職位空缺編號：**AK2009008b**

僱主名稱：Anchor Limited

職位空缺名稱：Technical Assistant (Shopping Mall)

行業：物業管理

工作時間：每週工作 5~5.5 天，星期一至五 09:00~18:00 及星期六 09:00~13:00

薪酬：月薪\$12,000~18,000

工作地區：南區

資歷：Diploma / Certificate in Building Services Engineering or related disciplines. Safety Supervisor Certificate holder will be an advantage. Minimum one year work experience in property & facilities management. Hands on experience in MS Office Applications, Chinese Word Processing. Familiar with experience in Visio and AutoCAD will be an advantage. Mature, Self-motivated with good communication skills. Good command of both written and spoken English and Chinese. With the sense of emergency case handling (Eg. Fire drill, emergency maintenance case). Immediate availability is highly preferable.

職責：Follow up daily repair and maintenance works. Follow up day-to-day operations for technical team. Procurement on repair & maintenance materials and stock inventory control. Preparation of documents and admin work related to technical team etc.

備註：有薪年假，強積金，銀行假，醫療，年終獎金  
歡迎 50 歲或以上人士申請

職位空缺：1





香港仔坊會

AKA

職位空缺編號：**AK2009008c**

僱主名稱：安嘉有限公司

職位空缺名稱：體溫檢測員

行業：物業管理

工作時間：每週工作 3~6 天，星期一至日 11:00~19:00 / 12:30~16:30

工作期由即日起至 2020 年 12 月 31 日

薪酬：時薪\$60

工作地區：南區

資歷：有經驗者優先考慮

職責：負責測量體溫、監察量體溫儀器等相關防疫工作，另協助計算商場人流、提供及紀錄防疫用品。

職位空缺：2