Canadian International School of Hong Kong
香港加拿大國際學校

CURRENT OPENINGS

BUSINESS & OPERATIONS

Senior Manager, Facilities

Canadian International School of Hong Kong (CDNIS) is seeking a **Senior Manager, Facilities**. Reporting to the Head of Facilities, the role oversees the operation, maintenance, safety and security of CDNIS campuses, including the management of Facilities staff, contractors, budgets and projects. The Senior Manager ensures facilities are safe, efficient and compliant with relevant regulations while driving service quality, cost effectiveness and continuous improvement.

Duties & Responsibilities

- Lead Facilities staff and manage contractors and service providers
- Oversee preventive maintenance, repairs and building services
- Ensure compliance with health, safety and regulatory requirements
- Manage renovation, maintenance and improvement projects
- Prepare and monitor Facilities budgets and expenditure
- Manage tenders, contracts, procurement and vendor performance
- Identify opportunities to improve operational efficiency and control costs
- Oversee inspections, defect rectification and Facilities records
- Respond to emergency and after-hours Facilities requirements

Professional Experience & Qualifications

- Degree or tertiary qualification in Engineering, Facilities Management or a related discipline
- Minimum 8 years' experience in large or complex facilities
- Knowledge of building services, construction and relevant Hong Kong safety regulations
- Experience in project, contractor and budget management
- Strong leadership, planning and problem-solving skills
- Excellent communication skills in English and Chinese
- Proactive, organised and customer-focused team player

Interested candidates should email a covering letter, detailed résumé, current and expected salaries, and the names and contact information of three referees to our Human Resources Department at jobs@cdnis.edu.hk.

Safety is Our First Priority

CDNIS is committed to providing a safe and supportive environment for all students. We maintain a zero-tolerance approach to child abuse and mistreatment and are committed to safeguarding and promoting the welfare of children.

As part of our safer recruitment practices, all appointments are subject to satisfactory reference checks and criminal record screening, including a Sexual Conviction Record Check (SCRC) in Hong Kong where applicable.

Personal data collected during the recruitment process will be used for employment purposes only. For further information, please refer to our Child Safeguarding and Privacy Policies.