

TEMPORARY PROPERTY OFFICER

(Ref. No.: 1/TPO/2017)

We are currently seeking candidates who are interested in the area of **Leasing / Property Management**. Reporting to the Portfolio Manager, the incumbent will be responsible for providing day-to-day administrative support of luxury residential properties within the portfolio. Duties include carrying out administrative tasks, handling leasing email enquiries, preparing weekly and ad hoc reports, coordinating status with Accounting team, data compilation and analysis. The position will be offered to a suitable candidate on a temporary basis for 3 months.

Together with creativity, integrity and passion, the applicant should be:

- Degree holder or studying Property Management or related disciplines
- Demonstrates career interest in property development / management
- Good academic records; active extra-curricular activities, mature and be a good lateral thinker
- Good communication skills (spoken & written) in both English and Chinese
- Good analytical skills with a positive mind set
- Good PC skills on MS Word, Excel and PowerPoint
- Employment on a full-time basis is preferred, but part-time basis will also be considered

Interested parties are invited to send their applications with a cover letter quoting job reference number, and full resumes stating career history, qualifications, present and expected salary and contact numbers through one of the following means:

Postal address:

Head of Human Resources & Administration
Swire Properties Limited

64/F, One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong

Fax number: (852) 2880 8300

Email address: recruit2@swireproperties.com

Application deadline is **31 December 2017**. If we have not contacted you within six weeks of the date above, please consider your application be unsuccessful this time. The personal data of unsuccessful candidates collected for this recruitment exercise will be kept for 12 months from its completion and thereafter destroyed. Information provided will be used for recruitment and appointment purpose only. The Company will handle all personal data confidentially in accordance with the principles laid down in the Personal Data (Privacy) Ordinance.

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TEMPORARY PROPERTY ASSISTANT

(Ref. No.: 1/TPA/2017)

We are currently seeking candidates who are interested in the area of **Leasing / Property Management**. Reporting to the Portfolio Manager, the incumbent will be responsible for providing day-to-day administrative support of luxury residential properties within the portfolio. Duties include carrying out administrative tasks, filing, preparing leasing documents and tenancy agreements. The position will be offered to a suitable candidate on a temporary basis for 3 months.

Together with creativity, integrity and passion, the applicant should be:

- Degree holder or studying Property Management or related disciplines
- Demonstrates career interest in property development / management
- Good academic records; active extra-curricular activities, mature and be a good lateral thinker
- Good communication skills (spoken & written) in both English and Chinese
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