

Marketing Department

Marketing Communications Executive

- Minimum 1 year professional experience in graphic design and some knowledge in multimedia design.
- Excellent knowledge of design software such as Photoshop, Illustrator, Flash, etc.
- Experience in casino advertising is an advantage.
- Assist in all design tasks in Marketing Communications team.

Marketing Communications Executive (Graphic Design)

- College graduated or above. Major in Design or related fields.
- Certificate in advertising or design is an advantage.
- Experience in casino advertising is a definite advantage.
- Knowledge of design software such as Illustrator, Photoshop, Flash, etc.
- Provide design to all advertising materials.
- Ensure all collaterals designs meet our objectives and are delivered on time.

Marketing Ambassador (Full time / Part time)

- High school graduated or above.
- Good communication skills in both written and spoken Chinese (Cantonese and Mandarin) and basic knowledge of English skills.
- Willing to work on indoor/outdoor environments.
- Flexibility to work on rotated shifts (night shift is not required for part time staffs).
- To ensure the operation of Shuttle Busses is smooth.

Public Relations

Officer

- High School graduated or above.
- Experience of managing data and information.
- Passes good computer skills and be able to prepare correspondence and reports in English and Chinese.
- To prepare daily news report to management.
- Assist in the basic operations of Public Relations Department.

電子博彩運作部

角子機當值主任

- 高中畢業或以上程度。需輪班工作。
- 具 2 年或以上角子機工作經驗優先。
- 具良好的中、英文溝通及書寫技巧。
- 審核及授權角子機交易，包括派彩及加彩。
- 協助角子機搬機和博監局開機前的檢查及測試。

角子機服務員

- 高中畢業或以上程度。需輪班工作。
- 曾讀 CCC 有關培訓課程優先。
- 具有良好的普通話及基本英文溝通技巧和電腦基本知識。
- 介紹新遊戲或遊戲規則予客人。
- 確保所有角子機運作正常。

Table Games Department

Analyst – Strategic Marketing

- University degree in Gaming, Mathematics, Economics, Computer Science or equivalent field and dealing with computer software and excel spreadsheets, a competent knowledge of computers is an absolute necessity.
- Gaming experience and knowledge of Casino Management Systems is preferred.
- Prior experience working with SAS, SPSS, COGNOS or other BI software is preferred.
- Knowledge of performance measurements and their development and applications.
- Analyze and maintain the Casino databases.
- Create and generate database reports including segmentation, stratification, modeling, etc.
- Provide result analysis of marketing programs & promotions.

賭檯運作部

新葡貴賓服務大使

- 高中畢業或以上程度。需輪班工作。
- 具客戶服務工作經驗優先。
- 具有良好的中、英文及普通話溝通技巧。
- 能獨立工作及具電腦基本知識。
- 提高娛樂場客戶服務發展。
- 有效地與客人維持良好的關係和發展市場上有潛力的高額投注客人到娛樂場消費。

牌房服務員

- 初中畢業或以上程度。需輪班工作。
- 懂廣東話及略懂普通話。
- 協助洗牌房的日常運作。

視聽部

技術員

- 高中畢業或以上程度。需輪班工作。
- 具電視拍攝或現場節目製作工作經驗。
- 具有良好的中、英文溝通及書寫技巧。
- 監察、裝設娛樂場的視聽設備及支援現場節目。
- 影音攝錄及後期製作。

保安部

保安員

- 小學畢業或以上程度。需輪班工作。
- 具保安及客戶服務經驗優先考慮。
- 以謹慎及機密的態度去處理事件。

餐飲部

廚師

- 八年或以上相關工作經驗，並具備最少兩年管理工作經驗。需輪班工作。
- 具備豐富中菜 / 西菜之食品烹調技巧。
- 安全地使用、處理、儲存、清潔及維護廚房所有設備。
- 控制食品的質量，按照食物安全標準烹調及存放食物。

初級廚師

- 小學畢業或以上程度。需輪班工作。
- 具 3 年或以上相關工作經驗。
- 懂普通話及英文優先。
- 具備中菜/ 西菜之食品烹調技巧。
- 食材的前期補充及儲存跟進。
- 清理、清洗及存放瓦鍋瓷具、煮食鍋及玻璃器皿。

樓面經理

- 初中畢業或以上程度。需輪班工作。
- 具 5 年或以上相關餐飲營運及管理工作經驗。
- 懂普通話及英文優先。
- 統籌日常運作，監控各樓層貴賓會物品銷售及儲存、宴會人手安排等。
- 跟進各級員工入職進度培訓。
- 評核員工的工作表現及協助員工晉升前的工作評估。

樓面主任

- 初中畢業或以上程度。需輪班工作。
- 具 2 年或以上樓面主任的營運及管理工作經驗。
- 懂普通話及英文優先。
- 持有餐飲業務/ 職業技術證書者優先考慮。
- 監督及指導員工日常運作，推動促銷產品，協調運作情況。

員工餐廳主任

- 初中學畢業或以上程度。需輪班工作。
- 懂普通話及英語優先。
- 負責員工餐廳之日常運作，包括領貨/補貨/貨物整理工作。
- 巡查各飲品區，餐桌整齊拍好，保持桌面清潔及四周環境衛生。

酒吧員

- 初中畢業或以上程度。需輪班工作。
- 具基本產品及酒水知識。
- 持有餐飲業務或職業技術證書優先。
- 依照衛生標準製作及高品質的飲食品。
- 正確使用並保持設備用具，工作崗位及倉存位置的清潔衛生。

新合和食品供應

廚師助理

- 小學程度。
- 具相關經驗優先。
- 廚房砧板、腌製、炒鑊及廚房一切雜務等。

對上述職位有興趣者請瀏覽 www.sjmjob.com 或將個人履歷以下列方式遞交：

郵寄地址：澳門宋玉生廣場 255 號中土大廈 10 樓澳博招聘中心收 /

電郵：jobs@macausjm.com

Brand Development & Marketing Department

Reservation Senior Manager

- Degree or certification or above in hotel studies and customer service.
- Minimum 5 years' experience in a customer service environment and 3 years in a customer service management role.
- At least 3 years' experience in hotel or airline reservation is beneficial.
- Solid experience in hotel and F&B reservations is required.
- Working knowledge of the Call Centre System, Reservation System and CRM system.
- Ensure Reservation Department operates smoothly by providing supervision, direction and leadership to the team on all shifts and to monitor efficient and optimum levels of service standards are being met in accordance to prescribed requirements. i.e. Service level, Abandon rate, Staffing etc.

Loyalty Marketing Senior Manager

- Higher diploma or above. Major in Business Studies, Management, Marketing or related field.
- Minimum 7 years or above working experience in customer service or marketing related field.
- Experience in frontline customer service management and hospitality/ tourism-related marketing in Macau, China or Asia is a must.
- Good communication skills in spoken English and Chinese (Cantonese and Mandarin).
- Work closely with various marketing divisions, guest services, Finance, IT, revenue management, hotel, and casino and non-gaming operations in the development of integrated loyalty program of the property.
- Assist in developing an effective loyalty program including program strategy, card tier qualifications and program systems infrastructure.

Loyalty Marketing Manager

- Higher diploma or bachelor degree in Business Studies, Management, Marketing or related field.
- Minimum 7 years of working experience in customer service or marketing related field.
- Good command in both spoken and written English and Chinese.
- Experience in frontline customer service management and hospitality/ tourism-related marketing in Macau, China or Asia is a must.
- Must exercise on executive presence; perform his/her duties using honesty and fairness and have the ability to inspire all team members to provide highest levels of customer services and standards.
- Work closely with various marketing divisions, guest services, Finance, IT, revenue management, hotel, and casino and non-gaming operations in the development of integrated loyalty program of the property.
- Assist in developing an effective loyalty program including program strategy, card tier qualifications and program system infrastructure.

Senior Marketing Communications Manager

- University graduated or above. Major in Business Studies, Management, Marketing or related field.
- Minimum 5 years of work experience in the gaming industry and experience in project management, research or marketing in large corporation is preferred.
- Strong management and proven experience in marketing communication and relationships with advertising and media consultants in China and the region.
- Assist in brand services and marketing services of project with special emphasis on developing brand and marketing communication strategies on pre and post opening timelines along the project critical path.
- Assist Director of Marketing Services in developing integrated marketing communication strategies in support of partnership programs, trade marketing.

Entertainment Administrative Senior Manager

- University graduated or above. Major in Administration or Business Studies or related field.
- Minimum 4 years of work experience as administrative manager in large corporations.
- Good relationship with legal and regulatory bodies is preference.
- Proficient in spoken and written Portuguese, English and Mandarin / Chinese.
- Responsible for all documentation related to the entertainment shows, Technology and Production and AV contractors.
- Communicate well and through with Entertainment, AV and Technology and Production teams the requirement of agencies, artistes, media partners and consultants.
- Contract terms design has to include insurance, accommodation and lease issues. Liaise with legal and regulatory bodies to prepare contracts with best interest of the company.

Entertainment Senior Manager

- University graduated or above. Major in Entertainment Management, Event Management, Marketing, Communications or other related field.
- Minimum 6 years relevant professional experience (inclusive of minimum 4 years of supervisory level).
- Minimum 4 years' experience in the gaming industry and resort event management in similar resort setting. Experience with general knowledge of budgeting, labour costs, and purchasing and operation expenses.
- Develop the strategic plan with themes and concepts for different entertainment locations.
- Source and recommend and suitable and high quality entertainments and artistes, build and nurture relationships with artistes and entertainment agencies.
- Negotiate terms and conditions with agencies and artistes according to the approved plans and budgets.

Technology and Production Senior Manager

- University graduated or above. Major in IT/ Communications/ Electronics/ Mechanical/ Electrical or Audio Visual Engineering and or any AV technology training.
- Minimum 6 years' experience in the field of audio visual and entertainment/ show business, negotiating production contracts, including large scale arenas set-up.
- Preferably a minimum of 4 years' experience in the casino/ hotel/ entertainment industry. Experience with lighting and audio used for headline entertainment and production shows.
- Develop the strategic services, maintenance and operation plans for audio visual, lighting, mechanical, automation and electrical systems for different entertainment locations, attractions and events related to entertainment that are held throughout the property.
- Plan and manage technical production requirements in relation to the above mentioned systems according to technical rider provided from the performance.

Senior Graphic Designer

- High Diploma or above. Major in graphic design or related disciplines.
- Minimum 4 years of working experience in graphic design field, advertising firms and/or large corporations.
- Experience in 2D/3D, brand identity, packaging, illustration, print and editorial design.
- Experience in web design and multimedia preferred.
- Proficient in all Adobe applications including Illustrator, InDesign, Photoshop.
- Assist management in delivering all graphic design jobs supporting brand development and marketing initiatives of property project including owned, leased and partnering sub-brands.

Information Technology Department

Technical Support Senior Manager

- College Degree holder in Computer Science, Business or Information Technology related fields.
- ITIL v3 Certifications preferred and any Business Related or Technology Related certifications a plus.
- Minimum 15 years of IT working experience, with minimum 6 years working in managerial role in large corporation or casino resort information technology.
- Minimum 5 years of experience in management role and leading team of 10 people or more. Experience in managing large scale of IT equipment deployment project.
- Responsible for a team of IT specialists at multiple locations in providing 24x7 IT frontline and Helpdesk services.
- Responsible for budgeting, planning, purchasing, deployment and maintenance of all IT related equipment in properties.
- Coordinate with different parties to resolve IT incidents and oversight the IT helpdesk operation. Establish Helpdesk and Field Support services processes.

Application Solution Senior Manager

- University graduated or above. Major in Computer Science, Business or Information Technology related fields.
- Any Business Related or Technology Related certifications and PMP Certification preferred.
- Minimum 8 years of working experience, with minimum 5 years working in project management role in large corporation or casino resort information technology.
- With experience in managing large IT project(s) is preferred. Hospitality or gaming working experience is a plus.
- Responsible for the large scale of projects, e.g. Casino Management Systems, Property Management System, SAP, this includes the systems integration with them.
- Compile assigned IT application and system project plan(s) and project documentation based on information and project timelines from vendors, businesses and other IT teams. Lead the core application implementation and manage the related system integrations.

Application Solution Manager

- University graduated or above. Major in Computer Science, Business or IT related fields preferred.
- Minimum 5 years of experience, with minimum 3 years working in project management role in large Corporation or Casino Resort IT.
- Experience with Microsoft Office products, especially in MS Project.
- Hospitality or gaming working experience is highly preferred.
- Compile assigned IT application and system project plan(s) based on information and project timelines from vendors, businesses and other IT teams.

Application Solution Assistant Manager

- University graduated or above. Major in Computer Science, Business or IT related fields preferred.
- Minimum 4 years of work experience, with minimum 2 years working in project management role in large Corporation or Casino Resort IT is highly preferred.
- Experience with Microsoft Office products, especially in MS Project.
- Good communication skills in both written and spoken English and Chinese.
- Compile assigned IT application and system project plan(s) based on information and project timelines from vendors, businesses and other IT teams.

Application Solution Officer

- University graduated or above. Major in Computer Science, Business or Information Technology related field preferred.
- Good communication skills in both written and spoken English and Chinese.
- Work with business departments to understand all existing business operations and processes, and future business strategies.

Business Intelligence Manager

- Bachelor or above. Major in Computer Science, Information Technology or any related disciplines.
- MS DBA or OCP Certifications preferred.
- Minimum 8 years in IT sector with minimum 2 years in management role and minimum 3 years of working experience in ETL, OLAP /OR Data Mining and Data warehouse or BI development.
- Experience in managing offshore development project is preferred.
- Leading a team BI (Business Intelligence) to develop, implement and provide support services to BI platform.
- Perform data analytical tasks to support business operation and marketing.

Business Intelligence Senior Specialist

- Bachelor or above. Major in Computer Science, Information Technology or any related disciplines.
- MS DBA or OCP Certifications preferred.
- Minimum 5 years in IT sector with minimum 2 years of working experience in ETL, OLAP /OR Data Mining.
- Hands-on experience in Data warehouse or BI development.
- Coordinate and assist BI (Business Intelligence) platform development, implementation and support services.
- Collect data from various systems into BI systems.

Data Warehouse Senior Specialist

- Bachelor or above. Major in Computer Science, Information Technology or any related disciplines.
- MS DBA or OCP Certifications preferred.
- Minimum 5 years in IT sector with minimum 2 years of working experience in ETL, OLAP /OR Data Mining.
- Hands-on experience in Data warehouse development.
- Coordinate and assist Data warehouse platform implementation and support.
- Collect data from various systems into Data Warehouse.
- Work with business users to understand their need for data analytics.

IT System and Infrastructure Senior Specialist

- College graduated or above. Major in Computer Science, Electrical/Electronic Engineering or IT related fields preferred.
- Minimum 2 years of experience in server & storage, with minimum 1 year in large corporation or casino resort IT.
- Implement and support of IT system infrastructure and facilities.
- Support the installation and maintenance of server/storage/backup systems and facilities in accordance with defined IT procedures.
- Provide second-level support to Help Desk for IT system and infrastructure issues.

IT Network and Infrastructure Senior Specialist

- College graduated or above. Major in Computer Science, Electrical/ Electronic Engineering or Information Technology related fields preferred.
- Minimum 6 years of working experience in server & storage or networking, with minimum 2 year working in large corporation or casino resort information technology.
- Implement and support of IT system infrastructure and facilities.
- Provide technical advice for application enhancements and projects.
- Support the installation and maintenance of network/ Firewall/ security systems and facilities in accordance with defined IT procedures.

Quality Assurance Specialist

- University graduated or above. Major in Computer Science, or Information Technology related fields preferred.
- Minimum 2 years working in managerial role in software quality assurance, application testing or business analysis. Hospitality or gaming working experience is preferred.
- Hands-on manual and automation testing experience including documents review, test plan/ case/ report preparation, QA test/ UAT execution, performance test execution and automated test scripts preparation.
- Good communication skills in English, Chinese and Mandarin.
- Review user requirement document, functional specification and other system development life cycle (SDLC) documentations.

Field Service Assistant Manager

- University graduated or above. Major in Computer Science, Electrical/Electronic Engineering or Information Technology related fields.
- Minimum 6 years of experiences with minimum 3 years working in managerial role in large corporation or casino resort information technology.
- Familiar with Casino floor and end user desktop applications.
- A solid understanding of the many Operating System versions; Microsoft Windows Server, Microsoft Workstation, Apple Mac, and Mobile Operating Systems.
- Monitor and escalate unresolved issues as required and provide report on regular basis or upon request.

Field Service Supervisor

- University graduated or above. Major in Computer Science, Electrical/Electronic Engineering or Information Technology related fields.
- IT Professional related certification is a plus.
- Minimum 4 years of working experience, with minimum 2 years working in managerial role in large corporation or casino resort information technology.
- Hospitality or gaming working experience would be a bonus.
- Responsible for a team of IT specialists in providing 24x7 IT frontline IT services to departments.
- Supervise Field support services processes. Lead and supervise the Field Service team members All IT related frontline equipment installations; this includes but not limited to PCs, Mobile Devices, Printers, Plotter, Copiers, Scanners and Telephones.

Field Service Specialist

- University graduated or above. Major in Computer Science, Electrical/ Electronic Engineering or Information Technology related fields preferred.
- Minimum 1 year of working experience in IT Field Service. Hospitality or gaming working experience is preferred.
- A solid understanding of the many Operating System versions; Microsoft Windows Server, Microsoft Workstation, Apple Mac, and Mobile Operating Systems.
- Provide IT frontline services to all departments; this includes the installation, inspection and maintenance of all IT related equipment, PC, applications and account accesses.

Helpdesk Supervisor

- Degree holder in Computer Science, Electrical/Electronic Engineering or Information Technology related fields. IT Professional related certification is a plus.
- Minimum 3 years of working experience, with minimum 2 years working in managerial role in large corporation or casino resort information technology.
- The employee serves either as a second-line support providing 24x7 IT services, shift management for subordinate Information Technician staff, or as a first-line support providing 24x7 IT service.
- IT service as above includes the monitoring, inspection and maintenance of all IT related equipment, PC, applications and account accesses.
- Coordinates activities by scheduling work or project assignments to shift members, setting task priorities, and directing the work of subordinate employees.

Helpdesk Specialist

- University graduated or above. IT Professional related certification is a plus.
- Minimum 1 year of working experience. With experience 24x7 shifts IT team is a plus.
- Call Center working experience would be a bonus.
- Knowledge and basic troubleshooting in Microsoft Office Software and the other Office Software.
- The employee serving as a first-line of contact for property users seeking technical assistance over the phone or email and provide IT service by 24x7.
- IT service as above includes the monitoring, inspection and maintenance of all IT related equipment, PC, applications and account accesses.
- Receive calls from users and processing the case based on support flow.

Database Administrator Manager

- College Degree holder in Computer Science, Electrical/Electronic Engineering or Information Technology related fields. MCITP, MSDBA, Oracle OCP or ITIL v3 Certifications preferred.
- Minimum 6 years of working experience, with minimum 3 years working in managerial role in large corporation or casino resort information technology.
- With experience in managing large IT project(s) is required. Hospitality or gaming working experience would be a bonus.
- Experience in Database monitoring and diagnostic programs and tools.
- Manage a team of Specialists to oversee all activities of Property's IT Systems and Database system.
- Supervise the DBA team to identify and build long-term strategy for the team.
- Supervise DBA team to perform monitoring and maintenance, manage access control, and report unauthorized entries to meet auditing compliance requirement.

Database Administrator Assistant Manager

- College graduated or above. Major in Computer Science, Electrical/Electronic Engineering or Information.
- Minimum 4 years of working experience, with minimum 1 year working in managerial role in large corporation or casino resort information technology.
- With experience in managing large IT project(s) is required. Technology related fields. MCITP, MSDBA, Oracle OCP or ITIL v3 Certifications preferred.
- Supervise the implementation and support of IT system infrastructure and related Database system.
- Provide technical advice for application enhancements and projects.

Database Administrator Senior Specialist

- College graduated or above. Major in Computer Science, Electrical/Electronic Engineering or Information Technology related fields a minimum.
- Minimum 4 years of experiences in server & storage and Data Base (SQL, Oracle), with minimum 2 year working in large corporation or casino resort information technology.
- Responsible to perform system servers, system storages, network equipment, telephone and mobile phone infrastructure technology backup, configuration, environment resilient features for meeting High Availability / Disaster Recovery requirements.
- Perform system monitoring and maintenance, manage access control, and report unauthorized entries to meet auditing compliance requirement.

Compliance & Identity Management Specialist

- University graduated or above. Major in IT related disciplines preferred.
- Minimum 1 year in Identity & Access Management and / or compliance function is preferred.
- Gaming and hospitality industrial knowledge is a plus.
- Knowledge of general policy and compliance guideline.
- Create, terminate and assign roles / rights to user accounts of all IT systems to ensure the security policies are enforced on users and their devices subject to internal approvals and policies to ensure a secure operation and production environment.
- Perform regular system access review. Build and maintain access control matrix.

Procurement

Manager

- High School diploma or above.
- Minimum 5 years' experience in strategic sourcing/ supply chain/ purchasing/ contract negotiation.
- Experience in managing supplier relationship.
- Outstanding written and communication skills.
- To control and manage appointed third party purchasing agent.
- Work closely with agent to ensure they are complied with procurement policy and procedures.

Assistant Manager

- High School diploma or above.
- Minimum 3 years' experience in strategic sourcing/ supply chain/ purchasing/ contract negotiation.
- Experience in IT environment required.
- Proficiency with IT systems and have experience with managing and delivering across business unit and geographical boundaries.
- To establish for the purposes of providing technical support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries.

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郵寄地址：澳門宋玉生廣場 255 號中土大廈 10 樓澳博招聘中心收 /

電郵： jobs@macausjm.com

Project and Construction Management

Building Services Engineer / Assistant Engineer

- CEng (ME/ EE/ BS).
- Minimum 2 to 5 years of Building Services experience (Engineer requires minimum 2 years in a responsible position) on large scale commercial or institutional projects. Macau casino/ hotel project experience preferred.
- Reviewing and commenting on consultants' deliverables and contractors' submissions.
- Assistant Engineer assists in monitoring contractor's submissions and site works progress.

Building Services Site Engineer

- Higher Diploma or Certificate or above. Major in ME/EE/BS.
- Minimum 10 years of relevant Building Services works experience, including 5 years on site in a responsible position on large scale commercial or institutional projects.
- Food & Beverage and casino project experience preferred.
- Review, monitoring and report contractors work planning and material procurement.
- Site works progress monitoring and reporting & coordinating and resolving building services site problems.
- Monitoring contractors' manpower resources.

Building Services Site Coordinator

- Higher Diploma / Certificate or above. Major in ME/EE/BS.
- Minimum 7 years of relevant Building Services works experience, including 2 years on site in a responsible position on large scale commercial or institutional projects.
- Food & Beverage and casino project experience preferred.
- Coordinate amongst the building contractor, BS contractors and fit out contractors for smooth construction, installation and T&C progress.
- Coordination and manage the sequence of works of different contractors.

Fitting Out Senior Project Coordinator / Project Coordinator

- Diploma/ Degree or above. Major in Building Studies/ Construction Management/ Architectural/ Interior Design or related disciplines or equivalent preferred.
- Minimum 4 to 8 years solid experience in the fit out of retails F&B, residential, offices & hotels, etc.
- Experience in handling Macau casino/ hotel projects are highly preferred.
- Responsible for overall coordination and management of assigned projects, including progress, quality, cost and client relation.
- Ensure all construction activities comply with contractual requirements.

Senior Quantity Surveyor / Quantity Surveyor

- Degree or above. Major in Quantity Surveying related disciplines.
- Minimum 3 to 5 years of experience in Quantity Surveyor.
- Reviewing and commenting on conditions of contract, specifications and bills of quantities for main and sub-contracts.
- Reviewing and assessing design changes and variations.
- Reviewing and commenting on contractors' payments, claims and final account.

項目建設管理部

土木工程師 (建造施工管理)

- 具 6 年或以上擔任土木工程師之經驗。
- 需持有土木工程學士學位以上和澳門註冊工程師。
- 從事澳門大型賭場酒店經驗優先。
- 具備結構設計及現場施工管理知識。
- 工地驗收及施工質量控制。

土木工程 管工(建造施工管理)

- 高中畢業或工專學校畢業或以上程度。
- 具有土木/建築相關證書優先。
- 具 3-10 年或以上地盤管理經驗，從事澳門大型賭場酒店經驗者優先。
- 具備現場施工管理知識。
- 負責地盤施工管理及安全監管。

機電工程部

Facilities Manager

- University graduated or above. Major in Electrical/ Mechanical/ Building Services/ Marine/ Construction Engineering or other related disciplines preferred.
- Minimum of 25 years of experiences in electrical or mechanical or building services or construction engineering, including project or operation or maintenance works.
- Minimum of 10 years in charge of the operation and maintenance department and leading more than 150 staff and 5 star hotel experiences is preferred.
- Supervise M&E department to comply with organization vision and mission.

高級工程師

- 大學畢業或以上程度。
- 持有認可機電工程學士學位或專業認可資格及相關訓練證書。
- 具 20 年或以上機電工作經驗，當中具 10 年或以上領導超過 40 名以上技術員從事酒店娛樂場或商業樓宇或項目工程及具 5 年或以上輪值主管經驗。
- 具機電運作原理/ 流程/ 操作程序的常識。
- 具良好的中、英文溝通及書寫技巧。
- 制定所管轄設備的營運與維護的工作。

工程師

- 大學畢業或以上程度。持有機電工程學位或專業認可資格相關證書。
- 具 10 年或以上相關工作經驗，當中 8 年或以上領導超過 30 名以上技術員從事酒店娛樂場或商業樓宇或項目工程及具 5 年或以上從事輪值主管等工作經驗。
- 具機電運作原理/ 流程/ 操作程序的常識。
- 具良好的中、英文溝通及書寫技巧。
- 監察、管理機電設備運行，維修及保養達至出廠要求；制定所管轄設備的營運維護工作。
- 撰寫各類機電設備操作規程及事件/ 故障分析/ 能源量值趨勢等報告。

高級當值工程師 / 當值工程師

- 大學畢業或以上程度。
- 持有一項專業認可資格及相關工藝訓練證書，如電工中級牌。
- 具 10-15 年或以上機電工作經驗，曾從事機械/ 給排水/ 空調制冷/ 電力裝置/ 相關機電裝置等安裝，維修及加改工作。當中具 5-8 年或以上領導超過 10-20 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程及具 3-5 年或以上從事輪值主管等工作經驗。
- 具良好的中、英文溝通及書寫技巧。
- 撰寫各類機電設備操作規程及事件/ 故障分析/ 能源量值趨勢等報告。
- 監督機電設備運行，維修及保養達至出廠要求。

物流及物料管理督導主任

- 中學或大學畢業或以上程度。
- 持有一項專業認可資格及相關工藝訓練證書，如電工中級牌。
- 具 7 年或以上機電工作經驗，曾從事機械/ 給排水/ 空調制冷/ 電力裝置/ 相關機電裝置等安裝，維修及加改工作。
- 當中具 5 年或以上領導超過 10 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程及具 3 年或以上從事輪值主管等工作經驗。
- 監督下屬按照行業或政府制定的守則及規範執行工作，確保人身和設備的安全。
- 按照物料進出管理系統，組織和安排下屬執行物料採購、交收及進出控制工作，使倉儲物料經常處於充裕狀態，並隨時對下屬提供管理支援工作。
- 帶領下屬準時完成對物料申請工作單管理工作及填報所需報表。監察、協調及向上級報告供應商的物料質量和運輸進度。

高級督導主任 / 督導主任

- 小學畢業或以上程度。
- 具 10-15 年或以上相關工作經驗，熟悉機械/ 給排水/ 空調制冷/ 電力裝置/ 相關機電裝置等結構，性能及運作程序，當中具 5-10 年領導超過 15 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程。
- 具中文書寫及閱讀圖則能力，具英文書寫能力優先。
- 監察、管理、支援和參與下屬執行機電裝置(不論專長或非專長)的工作。

高級技術員

- 小學畢業或以上程度。
- 具 6 年或以上相關工作經驗，包括：機械/ 給排水/ 空調制冷/ 電力裝置安裝經驗，維修及加改工作。
- 具最少 3 年領導超過 3 名以上技術人員從事酒店娛樂場或商業樓宇或項目工程。
- 執行機電裝置的維護、定期巡查、測檢、更換及加改工作，並填寫報表。執行當值及非當值時間內的緊急，突發或特別安排的工作，包括非專長之工種。

行政主任

- 大學畢業或以上程度，具工商管理或行政管理學歷者。
- 具良好的中、英文溝通及書寫技巧。
- 具 10 年或以上相關工作經驗，其中 7 年從事秘書或行政或會計工作，包括 5 年以上領導超過 5 名員工的行政及商業部門經驗。
- 精通辦公室軟件及具有資料管理系統軟件知識。
- 遵從機電工程部對營運的目標及執行的方法。
- 負責管理部門行政及文書工作。

行政專員

- 大學畢業或以上程度，具工商管理或行政管理學歷者優先。
- 具良好的中、英文溝通及書寫技巧。
- 具 7 年或以上相關工作經驗，其中 5 年從事秘書或行政或會計工作。
- 精通辦公室軟件及具有資料管理系統軟件知識。
- 遵從機電工程部對營運的目標及執行的方法。
- 負責部門行政及文書統籌工作。

對上述職位有興趣者請瀏覽 www.sjmjob.com 或將個人履歷以下列方式遞交：

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