

Cricket has been played in Hong Kong for 174 years. Cricket Hong Kong is the National Sport Association for cricket in Hong Kong. Our mission is to promote, expand and develop the sport of cricket in Hong Kong, improving standards in all sectors of the game (quality of play, facilities, administration, coaching) and increasing the participants of all sectors of the local community in cricket.

As we are moving to more professional level and expanding our scope of work, we are now looking for suitable candidate to fill up the following post.

Facilities Manager (Job Ref: CHK-FM)

Job Descriptions

- Ensure efficiencies in the key areas of facilities, including maintenance, management, development, allocation, utilization, booking, etc.;
- Assist to ensure operational plans to support CHK's overall growth objectives and strategies;
- Devise (in consultation with senior management) to implement strategic facility and resource business/operation plans;
- Assist to prepare budgets and plans and manage all infrastructural projects to support the growth of cricket;
- Work as a team to assist ground maintenance, management, development and economic viability of all CHK facility assets, such as PKVR Reservoir and Gin Drinkers Bay Cricket Grounds;
- Assist contacting all other facilities provided by external parties (including Government departments, privat clubs, schools and other sports associations) of any possible use by cricket and assist arrangements to secure facilities for the effective operations of all cricket activities that run by CHK;
- Assist CHK to secure appropriate facilities to deliver its strategic and action plans including development and management of a facilities budget and economic operation model;
- Assist to develop facility strategies and implement goals, objectives, policies, and operating procedures, specifically including a facilities booking management, recording and reporting system to cater the need of our cricket activities.

Qualifications and Experience

- Preferably a Diploma from a registered post-secondary college / an accredited Associate Degree from a tertiary institution / a Higher Diploma from a polytechnic university or Institute of Vocational Education or equivalent;
- Preferably 2-3 years in grounds development / administration;
- Cricket background is ideal but not a must;
- Experience in grounds management will be an asset;
- Excellent interpersonal and communication skills;
- Expert multi-tasker;
- Attend emergency calls, shift duty and during adverse weather is required;
- Fluency in verbal & written English & Chinese;
- Immediate available is preferred.

Package

A competitive salary and benefits package will be offered to the successful candidate according to their experience and qualifications. Any interested parties, please apply on or before **12 June 2022** in confidence with full resume, stating salary history and expected salary, and available date by emailing to: hr@hkcricket.org (Please mark the Job Ref on the email header and must state the expected salary).

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Information not completed, will not be screened for interview. Entry point of salary is subject to qualifications and experience.

**Only the short-listed candidates for interview will be notified.

***All information collected is for recruitment purpose.