

New World Facilities Management Company Limited

Established in 2009, New World Facilities Management Company Ltd. ("NWFM") is the management company of Youth Square. Located in the proximity of MTR Chai Wan Station, Youth Square strives to become the focal point of Hong Kong's territory wide youth development activities.

Youth Square adopted an innovative spatial design to reflect a new generation's identity. Youth Square comprises a wide range of facilities such as theatre, studio, multi-purpose area, hostel, retail shops and offices.

NWFM is inviting candidates with the right caliber to join our team.

Head, Theatrical Services

Responsibilities:

- Formulate operational strategies with a view to maintaining operational productivity and efficiency in a full spectrum of operational services including but not limited to customer service standard, sales target, theatrical efficiency, work safety and performance of systems
- Review work process and operation guidelines
- Manage and supervise the efficient and effective operation of in-house theatrical equipment
- Manage and provide professional technical advice in procurement of equipment /systems
- Plan and review the daily manpower deployment and supervise the various functions of the Operation Department including in-house staff and casual labour
- Supervise various functions of the Operations Department in the preparation of various reports and customer feedback
- Monitor venue usage, revenue and traffic records and supervise various functions of the Operations Department in the preparation of reports and analysis
- Handle ad hoc tasks as assigned

Requirements:

- Degree in Theatre, stage management or equivalent
- At least 8 years of experience working in venue services with at least 3 years in managerial grade

- Computer literature with good spoken and written English & Chinese
- Previous exposure to public sector or non-profit making organization is an added advantage
- Business acumen with strong analytical mind, sound strategic planning and decision making skills
- Superb interpersonal, communication and leadership skills

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with expected salary to Human Resources Department, New World Facilities Management Company Limited, Room 706, 7/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong or send email to resume@youthsquare.hk.

For details of the company, please visit website www.nwfm.com.hk

Personal data collected will be used for recruitment purpose only. All collected information will be kept on our files for 12 months.