

## **New World Facilities Management Company Limited**

Established in 2009, New World Facilities Management Company Ltd. (“NWFM”) is the management company of Youth Square. We strive to provide professional management and operation services to develop Youth Square as a platform for youth to explore their potential and showcase their talents.

Youth Square’s innovative spatial design reflects a new generation’s identity. It comprises a wide range of facilities including a theatre, a studio, multi-purpose area, hostel, retail shops and offices. We believe people are key to the success and sustainable development of Youth Square and are committed to developing our employees, preparing them to meet future challenges.

We invite candidates with the right calibre to join our team.

### **Assistant Manager, Venue Services**

#### **Responsibilities:**

- Assist supervisors in formulating 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
- Assist supervisors in setting up departmental KPIs to achieve company goals and objectives including but not limited to sales target, sales strategies, maintenance plan, filler programs benefiting stakeholders of the property
- Assist supervisors in preparing operational budget and management analysis and monitor operating costs to ensure effective utilization of resources
- Manage and co-ordinate with various functions of the Operations Department in the preparation of monthly, quarterly, annual and ad hoc reports
- Plan and review the daily manpower deployment by managing staff roster and coordinating with various functions of the Operations Department in handling related administrative work for the requisition of casual labour to ensure smooth operation, timely payment and achieve optimal utilization of resources and an effective cost control mechanism
- Monitor venue usage, revenue and traffic records and coordinate with various functions of the Operations Department in the preparation of reports and analysis

- Perform the role of Duty Officer as circumstances required to oversee all on-day event, monitor and direct cross team staff to address as hoc requests and monitor and report abnormalities
- Manage and co-ordinate with various functions of the Operations Department in the handling of customer feedback, enquiry, complaints and lost & found cases with a view to ensuring timely and appropriate response by written and verbal means
- Coordinate with various functions of the Operations Department in the liaison with hirers, contractors and in-house staff on site visit requests, booking matters and event requirements, technical feasibilities, venue set up, signage, technical requirements, equipment, rundown and compliance to house rules and statutory requirements to ensure smooth operation
- Assist booking applications of multi-purpose areas/rooms and co-ordinate with various function of the Operations Department to handle with the corresponding operation services
- Handle ad hoc tasks as assigned

**Requirements:**

- Degree or above in business management, venue management or related disciplines
- At least 3 years' relevant experiences with 2 years' in supervisory level
- Independent, well organized and able to work under pressure
- Good command of both spoken and written English & Chinese
- Proficiency in Microsoft Office applications
- Immediate available is preferred

We offer competitive salary and attractive benefits to the right candidates. Interested parties please send resume with **expected salary** to Human Resources and Administration Department by clicking the link [https://www.youthsquare.hk/join\\_us/1/apply](https://www.youthsquare.hk/join_us/1/apply).

For details of the company, please visit website [www.nwfm.com.hk](http://www.nwfm.com.hk)