



Position – Project Manager – Furniture, Fixtures, and Equipment (FF&E)
Facility Name – Kai Tak Sports Park
Location – Hong Kong

Summary

Kai Tak Sports Park is a Design, Build and Operate project funded by the Hong Kong SAR Government for the development and operation of a sports, entertainment, and leisure complex over a 28-hectare site at the former Kai Tak International Airport. Kai Tak Sports Park Ltd (KTSPL) has been awarded the contract to undertake this project. ASM Global, through its subsidiary company in Hong Kong, SMG China, has been engaged by KTSPL to be the Operator of Kai Tak Sports Park.

The Project Manager – FF&E will lead the co-ordination and implementation of FF&E and all other related matters on behalf of the operator for Kai Tak Sports Park, ensuring that all FF&E is procured, supplied and installed for the successful opening and operation of the precinct.

Management Responsibilities

Strategy & Planning

- Research items for each category of FF&E to ensure they will be fit for purpose in accordance with industry best practice and provide appropriate information to relevant parties
- Develop and provide specifications for FF&E items
- Advise the procurement team on the appropriateness of each item of FF&E and provide advice in respect of preferred suppliers and their capability to deliver to specifications.
- Subject to delegated authority, approve FF&E items on behalf of the operator
- Provide relevant information to the design and build team and Hong Kong SAR Government in order to secure funding approval for FF&E items
- Plan and co-ordinate the delivery, storage, and installation of FF&E
- Prepare an overall programme for the approval, procurement, delivery, and installation of FF&E. Work with the design and build team to co-ordinate the FF&E programme(s) with the overall master programme

Business Planning and Budgets

- Support and assist the finance and procurement teams to assess life cycle costs for decision making on FF&E items
- Where required source pricing from suppliers in order to track against the FF&E budgets. Provide insight and advice concerning the FF&E budgets and subject to approved delegated authority manage the cost of elements within budget
- Provide assistance to the Executive Director and/or members of the Senior Management Team to carry out regular reviews and updates to the business plan in respect to FF&E
- Support the finance team in the financial planning of FF&E opex and life cycle management

Compliance with Policies, Processes, and Procedures

- Collaborate with the design and build team to ensure that all operator FF&E requirements are incorporated and coordinated into procurement
- Carefully monitor the progress of the approvals, procurement, supply, and installation of FF&E
- Implement systems for early identification of any issues in respect of quality or timeliness of the deliverables being produced for FF&E
- Develop and maintain an issues register, risk register and other similar tools to track and monitor the status of the co-ordination, procurement, supply, and installation of FF&E

Relationship Management

- Maintain positive and constructive relationships through collaboration with stakeholders including KTSPL, Hong Kong SAR Government, operations partners, design and build team members, contractors and suppliers and other external parties as appropriate
- Provide monthly reports to the Project Director – Facilities and Operation, Executive Director, Pre-Operations Steering Group and/or other meeting forums as required
- As required by the Project Director – Facilities and Operations, present to stakeholders any progress updates or reports in respect to FF&E

Leadership

- Guide, support, and train staff across multiple functional areas on the work they need to undertake to support the successful installation of FF&E for commencement of operations
- Ensure each working group or team is provided with appropriate tasks to support the FF&E function
- Convene and chair workshops and progress meetings to ensure workflow is occurring in a way to meet the standards required and to the timelines expected

General Responsibilities

Hours of Work

- Normal working hours are 9am to 6pm five days per week. Flexible working hours will be required including nights, weekends, and public holidays in addition to normal hours of work

Certifications

- Must obtain all visas, licenses, or permits as required in Hong Kong prior to commencement of employment

Physical Requirements

- Regularly required to sit for long hours
- Work indoors and outdoors at any time subject to requirements
- Physical ability to maneuver around Kai Tak Sports Park

Employee Handbook

- Comply with the requirements set out in the Company Handbook along with any reasonable amendments that may be made from time to time

Promote Client and Customer Relations

- Display a positive attitude
- Meet the needs and expectations of the client and customers
- Communicate in a friendly and professional manner
- Always be prepared to work collaboratively with other Divisions

Communications

- Attend meetings and briefings as required
- Undertake regular communication meetings with the Project Director – Facilities and Operations, Senior Management and Divisional Heads
- Participate in regular communications meetings with all staff

Property and Equipment Damage

- Report any damage to property or equipment promptly ensuring correct procedures are followed

Other Duties

- Perform additional tasks as requested by the Executive Director

Personal Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Bachelor's degree in project management, Business Administration, or related field

Skills, Knowledge, and Abilities

- Ability to handle high levels of pressure and critical decision-making
- Committed to good governance
- Passion for excellence and innovation in pursuit of business growth and success
- Ability to work with and maintain highly confidential information
- Strong customer service orientation
- Strong task management and organisational skills
- Ability to work independently, using initiative, creativity, and flexibility
- Ability to meet hard deadlines
- Ability to multi-task and manage multiple projects

Experience

- Minimum 5 years' experience in a senior leadership position
- Previous senior position in major sports, entertainment, or multi-purpose venue desirable
- FF&E project management role in a major project
- Proven track record of exceeding customer service and quality standards

Personal Qualities

- Excellent communication, interpersonal skills and organisational ability
- High integrity and openness
- Energetic, highly motivated, with an enquiring mind
- Good command of English language, both oral and written

Computer Knowledge

- Strong IT skills
- Microsoft Office

NOTE:

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Please submit a cover letter, CV/Resume, and salary requirements to:

KaiTakCareers@ASMGlobal.com

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.