

## Job Vacancy

ARTitects Limited is looking for a **Project Assistant** to handle **heritage conservation** (i.e. restoration projects, condition survey of heritage buildings and structures) and **interior design projects** (i.e. interior design for religious and educational institution)

### Major Responsibilities

- Undertaking site inspection;
- Preparation of inspection reports with illustrative photographs and floor plans;
- Managing project progress to meet client's requirements;
- Attendance at regular meetings with the client and other technical specialists to discuss project issues.

### Qualification and Experience Required

- Completed bachelor's degree in architectural / surveying / conservation / project management;
- Relevant working experience in conservation field would be an advantage. Candidates with more experience will be considered as **Project Administrator / Assistant Project Manager**;
- Well versed on AutoCAD, Photoshop, and SketchUp;
- Able to work independently, mature with good problem-solving skills;
- Excellent interpersonal and leadership skills;
- Fluent written and spoken Chinese and English.

### Working Hours

- 45 hours per week inclusive of an hour lunch break on weekdays Monday to Friday: 09:30-18:30 (The above time schedule may subject to change as approved by the Supervising Officer.)
- Interested candidate please send application with full resume, present and expect salary to [info@artitects.com.hk](mailto:info@artitects.com.hk)
- Personal data collected would be used for recruitment purpose only.
- Interested candidates, please contact **Gabriel Lo** at **9355-7881** for company details before applying.

### Additional Information

Career Level	: Entry Level
Qualification	: Degree
Experience	: 1 year
Job Type	: Full Time
Days of Work	: 5 days
Location of Work	: Mongkok