

St. James' Settlement – Quarryside

Operated by St. James' Settlement, "Quarryside" (舍區) is a harbourfront community space project near Hoi Shin Lane in Quarry Bay. The venue features diverse event spaces and facilities available for use by diverse organisations and individuals (<https://quarryside.hk/>).

Job Title (Eng)

Operation Officer (POII) (Ref.: GC/236726)

Desirable Appointment Date

2026/06 (YYYY/MM)

Nature of Employment

Contract (Full-time)

Requirements

- Associate Degree/Diploma holder (QF level 4) or above in facilities management and event management or equivalent;
- HKDSE 5 subjects level 2/above (incl. Chi. and Eng.) or equivalent
- Minimum 1 year full-time working experience;
- Relatable experience in management of recreation site/event space/arts venue or related industries is preferred;
- Proactive, strong interpersonal skills, multi-tasking and able to work independently and detailed-minded;
- Good command in written and spoken Chinese and English;
- Proficient in MS Office applications; and
- Candidate with higher educational background or certificate in Property Management would be an advantage.

Job Duties

- Assist in the operation and facilities management of a community and event space in Quarry Bay, to ensure the smooth running of daily operations of the site and all events in the venues;
- Ensure all operation arrangements of the venues are in good order according to all licence and statutory requirements;
- Perform supervision of front-line staff and oversee the performance of contractors responsible for venue security, cleaning services, venue F&B services, and repair and maintenance tasks for both indoor and outdoor areas of the site;
- Assist in event operation matters of the venues, provide technical and logistic

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supports and customer services to different scales of events, and handle onsite public enquires;

- Provide administrative support including tendering and procurement, venue reports, office operations and licensing-related work; and
- Require to work on shift (5-day work week) according to the duty roster assigned including weekends, public holidays and special working hours.
- Working place: Quarry Bay

Interested persons please apply with full resume indicating the expected salary by email to benny.law@sjs.org.hk on or before 08/05/2026. Please state the application code.