

連續兩年獲「傑出僱主」認證  
因您而用心 全方位福利 多元化發展  
A TOP EMPLOYER CERTIFIED FOR TWO CONSECUTIVE YEARS



## Operations Development – Project Manager

### Job Description:

- ❖ Assist and manage resort projects, across the full and diverse range of pre-opening operational functions hotel renovation
- ❖ Manage inspection of perfect suite room and corridor for condition or FFE installation to ensure its consistency, completion with no damages
- ❖ Assist in holding and updating workshops, as the conduit for clear two-way communications between key stakeholders, consultants and contractors
- ❖ Assist and coordinate key operations' stakeholders' input into site wide signage and wayfinding, validate content and confirm design and installation are in compliance with approved design and nomenclature
- ❖ Assist in Contract Management and undertake other specific project related work as and when required

### Position Requirements:

- ❖ Bachelor degree holder is preferred
- ❖ At least 3 - 4 years of hotel renovation project experiences is required
- ❖ Strong communication skills and fluent in English, Mandarin and Cantonese
- ❖ Proficient at Microsoft Office application and AutoCAD

**Hotline: 8118 6293**

**If you are interested, please send your CV to [sclcareer@sands.com.mo](mailto:sclcareer@sands.com.mo)**



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## Operations Development – Project Coordinator

### Job Description:

- ❖ Provide administrative, analytical and clerical support to the Managements including report and presentation preparation
- ❖ Collect the latest site condition base on site walks regularly
- ❖ Have a clear and detailed knowledge of the floor plans of the entire property including guest and Team Member circulation
- ❖ Carry out the inspection either it be pre or post punch of a perfect suite room for condition or FFE installation to ensure its consistency, completion with no damages
- ❖ Coordinate product delivery schedules with Non Gaming Operations department to prepare and update monthly logistics, schedule to assure deliveries to production locations

### Position Requirements:

- ❖ Bachelor degree holder is preferred
- ❖ At least 1 - 2 years of hotel renovation project experiences will be priority considered
- ❖ Strong communication skills and fluent in English, Mandarin and Cantonese
- ❖ Proficient at Microsoft Office application

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