



華人永遠墳場管理委員會
The Board of Management of
The Chinese Permanent Cemeteries
始於 SINCE 1913



「華人永遠墳場管理委員會」(「華永會」) 是創立於 1913 年的法定組織，為本港最具規模的私營墳場營運機構之一，以非牟利形式營運、管理及發展轄下香港仔、荃灣、柴灣及將軍澳四個華人永遠墳場，多年來致力提升創新設施服務。

華永會自 1991 年起大力推動社會慈善工作，積極資助本地非牟利團體推行約 3,500 個慈善項目，受惠人次數以百萬計，累計捐獻金額更超過港幣 11 億元。

近年，華永會全面及有序地革新運作設施服務及慈善模式，加強企業管治及優化團隊文化，同時更確立「永懷人生」及「善亮人生」兩大理念，發展方向再不限於傳統框架及範疇，超越了墳場設施的執行者角色，以「正向人生」理念主導，成為積極推廣生命教育及優秀中華孝善文化的公共社會事業，展現了不一樣的機構面貌！詳情可瀏覽華永會網站 www.bmcpc-info.org.hk。

如果您.....

擁有正向人生、
希望積極求進、
能夠用心處事、
又想加入一間穩健發展的非牟利法定機構，
請即把握機會申請以下職位，與華永會一同貢獻社會。

Senior Supervisor I

Major Responsibilities:

- Oversee overall on-site cemetery operations, facilities management, and contractor performance (e.g. security, cleansing, and maintenance) to ensure high safety and quality standards.
- Assist the Division Head and Deputy Manager in operational planning, resource allocation, and overall site management to achieve operational efficiency and high service standards.
- Contribute to project design, operational readiness, and contractor coordination for new developments and facility upgrades.
- Act as a key liaison between management and frontline team members, cascading management directions, operational strategies, and policies to site staff, ensuring strict execution, compliance, and alignment.
- Proactively monitor daily operations, identify operational bottlenecks or risks, and provide insightful feedback and recommendations to management for continuous improvement.
- Plan and execute operational and crowd control logistics during peak festival periods (e.g. Ching Ming and Chung Yeung Festivals).
- Oversee site customer services, including facility bookings, public inquiries, complaint resolution, and visitor satisfaction enhancement.
- Facilitate and coordinate events / exhibitions to be held in the cemetery.
- Undertake ad-hoc assignments as required.

Requirements:

- Degree holder in in facility / property management or a related discipline.
- Minimum 6 years of post-qualification working experience; or a higher diploma preferably in Property Management or Facility Management with at least 8 years of post-qualification working experience.
- Management and team leadership in large scale commercial complex with varieties of services, including but not limited to exhibition / event / facilities management.
- Experience in supervising the pre-opening stage of new developments in serving publics will be preferred.
- Strong and proven experience and skill in customer interactions and services under demanding environment, particularly in facilities booking / handling, complaints handling, customer servicing / satisfaction enhancement and related staff team building / training.
- Solid experience and ability to contribute to the development, testing and implementation of related customer servicing systems.
- Solid experience and ability to contribute to project design, planning and coordination with professionals and contractors throughout the design / construction phases of the project.
- Required to wear uniforms while on duty.
- Working hours will be from 9:00 a.m. to 5:00 p.m.; 3 rest days in 2 weeks (on shift) and work on Sundays and Public Holidays.
- **Candidates with lower educational qualifications, but possessing relevant professional qualifications and adequate experience, will also be considered as Senior Supervisor I or Senior Supervisor II.**

Benefits:

Contract-end gratuity; 18 days of annual leave; medical insurance for staff and dependents; and training subsidy etc.

Application Method:

1. Application should be made by completing the BMCPC Job Application Form available from BMCPC's website <https://www.bmcpc-info.org.hk/join-us>.
2. It should be forwarded together with a detailed resume either by email to hr@bmcpc.org.hk or by post to the **Human Resources and Administration Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.**
3. The position applied for should be stated on the envelope or at the subject title of the email.
4. The Deadline for application is **14 October 2026**.



Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applications will be destroyed within 24 months after completion of the recruitment exercise.