



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Assistant Project Manager (Construction Management)

Jobs Description:

- Organize and oversee all kind of A&A works & Improvement works from inception in the design phase to completion in the construction phase
- Collaborate with designers, engineers, architects, clients, operators etc. to determine the specifications of the projects
- Ensure projects comply with all statutory requirements
- Establish timeframe and milestones of the projects
- Evaluate progress and prepare detailed reports
- Plan all construction sequences, procedures and schedule intermediate phases to ensure deadlines will be met
- Supervise the contractors and give them guidance when needed
- Monitor the implementation of safety and quality assurance plans

Jobs Requirement :

- Degree holder in engineering, building or relevant field
- 8 years' or above working experience in construction project
- Independent and able to work under pressure
- Well understanding of construction procedures and material and project management principles
- Familiar with quality and health and safety standards
- Proficiency in MS Office, construction / project management software
- Good command of written & spoken English and Chinese
- Excellent organizational and time-management skills

Interested Parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 89820288 / 82970943/ 82970987



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 助理項目經理 (建造)

職位內容：

- 組織和監督所有類型的加建工程和改善工程，從設計階段開始到施工階段完成
- 與設計師、工程師、建築師、客戶、營運商等合作，確立項目規格及標準
- 確保項目符合所有法定要求
- 建立項目的時間表和里程碑
- 評估進度並準備詳細報告
- 規劃施工順序、程序並確立中期任務，以確保按時完成任務
- 監督承包商並在需要時給予他們指導
- 監督安全和品質保證計劃的實施

職位要求：

- 工程、建築或相關領域學士學位
- 8 年及以上建築工程工作經驗
- 獨立且能夠在壓力下工作
- 充分了解施工程序、材料和項目管理原則
- 熟悉品質、健康與安全標準
- 熟練使用 MS Office、建築 / 專案管理軟體
- 良好的英語和中文書面和口語能力
- 出色的組織和時間管理能力

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Assistant Project Manager (Building Services)

Jobs Description:

- To assist the Project Manager to manage all kind of A&A projects and building services works for SJM properties
- To supervise Design Consultant's design deliverable and progress for Building Service Installation
- To monitor and coordinate the Consultants and Contractors
- To monitor and control the construction program to ensure the smooth running, timely completion of the project
- To resolve engineering and site issues to help push smooth project progress
- Supervising subordinates and contractor's works quality and safety
- Liaison with Contractors, Suppliers and the like, to ensure the coordination of all building services and builders' work
- Co-ordination of the interaction with the consultant team and including the final handing over of the completed project
- To resolve technical problems and to provide advice to project team and contractors



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Jobs Requirement :

- Degree / Higher Diploma in Mechanical / Electrical / Building Services Engineering
- Professional qualification as associate / corporate member of HKIE, CIBSE, IEE or IMechE etc. preferred
- Minimum 10 years relevant BS works experience, including 7 years in a responsible position on large scale commercial or institutional projects
- Macau casino / hotel / F&B project experience preferred
- Building Services Engineering and Project & Construction management
- Proficiency in Windows, Microsoft Words and Microsoft Excel
- Use of CAD software preferred
- Good command of written & spoken English and Chinese
- Capability of leadership and problem solving

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 助理項目經理 (屋宇設備)

職位內容：

- 協助項目經理管理澳娛綜合物業的各類加建及改建工程及建築服務工程
- 監督設計顧問的設計成果和建築設備安裝的進度
- 監督和協調顧問和承包商
- 監控施工計劃，確保工程順利進行、準時完成
- 解決工程和現場問題，協助推動項目順利進展
- 監督下屬以及承包商的工程品質和安全
- 保持與承包商、供應商聯絡，以確保所有建築服務和建築商工作的協調
- 協調與顧問團隊的互動，包括已完成專案的最終移交
- 解決技術問題並向專案團隊和承包商提供建議



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

職位要求：

- 機械 / 電氣 / 屋宇設備工程學學士學位 / 高級文憑
- 擁有 HKIE、CIBSE、IEE 或 IMechE 等專業資格的會員 / 企業會員者優先
- 至少 10 年相關 BS 工作經驗，其中 7 年在大型商業或機構專案中擔任負責職務
- 有澳門賭場 / 飯店 / 餐飲項目經驗者佳
- 屋宇設備工程及工程與施工管理
- 熟練使用 Windows、Microsoft Words 與 Microsoft Excel
- 優先使用 CAD 軟體
- 良好的英語和中文書面和口語能力
- 領導能力和解決問題的能力

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Assistant Project Manager (Fitting Out)

Jobs Description:

- To lead and supervise Senior Project Coordinator, Project Coordinator, and Site Team
- Quality control on site and inspect work on site and off site
- Control and supervise overall site activities and liaise with clients, designer's representatives, subcontractors and suppliers

Jobs Requirement :

- Degree or above in Building Studies / Construction Management / Architectural / Interior Design or related disciplines or equivalent
- With related professional training certificate is preferred
- At least 10 years solid experience in the fit out of retails, F&B, residential, offices & hotels, etc
- Able to work independently and under pressure
- Candidates with solid experience in handling Macau projects are highly preferred
- Conversant with interior fit-out nature, A&A work and contractual documents
- Proficiency in Windows, AutoCAD, Microsoft Office and Project
- Fluent speaking and writing in English and Cantonese
- Resident on site and occasional travel may need

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 助理項目經理 (室內設計)

職位內容：

- 帶領和監督高級項目協調員、項目協調員和現場團隊
- 現場質量控制和現場和非現場檢查工作
- 控制和監督整個現場活動，並與客戶、設計師代表、分包商和供應商協調和聯絡

職位要求：

- 建築研究 / 施工管理 / 建築 / 室內設計或相關學科或同等學歷或以上建築研究或施工管理或項目管理或設計的學位或以上
- 具相關專業培訓證書優先
- 至少 10 年建築管理經驗，能獨立處理項目，有酒店、餐飲、零售和賭場裝修項目經驗者優先
- 能獨立工作和承受壓力
- 有澳門項目經驗者優先
- 熟悉室內裝修性質、A&A 工作和合同文件
- 熟練使用 Windows、AutoCAD、Microsoft Office 和 Project
- 流利英語和粵語的聽說讀寫能力
- 常駐現場和偶爾外地派遣工作

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Assistant Project Manager (Architecture)

Jobs Description:

- Responsible for overall coordination and management of assigned projects, including progress, quality, cost and client relation. Ensure all construction activities comply with contractual requirements
- Plan and attend regular site, off-site and design meetings, organize, and prioritize work
- Identify project milestones and prepare workable internal project program
- Monitor overall commercial, contractual and technical matters for all current projects
- Responsible to update the team and senior management on the progress on a regular basis

Jobs Requirement :

- Degree or above in Architectural / Interior Design / Building Studies / Construction Management or related disciplines or equivalent
- Related professional training certificate is required
- Professional registration in Macau “D.S.S.C.U.” or equivalent is preferred
- At least 10 years’ solid experience in Architecture or fit-out of retails, F&B, residential, offices & hotels
- Able to work independently and under pressure
- Candidates with solid experience in handling Macau projects and Macau statutory requirements and regulations are highly preferred
- Conversant with Architectural submissions, interior fit-out, A&A works and contractual documents
- Proficiency in Windows, AutoCAD, Microsoft Office and Project
- Fluent speaking and writing in English and Cantonese
- Off-site and occasional travels may be required

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SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 助理項目經理 (建築設計)

職位內容：

- 負責協調及管理項目，如進度，質量，成本及與用家溝通。確保所有施工範圍活動符合合同要求
- 計劃和參與定期的地盤會議，組織及編排工作的先後次序
- 確定項目目標並準備可行的內部項目計劃
- 監察項目的整體商業性、合約性和技術性事務
- 定期向團隊及管理層更新工程進度

職位要求：

- 建築學 / 室內設計學 / 屋宇裝備 / 建造管理大學畢業或以上學歷
- 需有相關專業培訓證書
- 澳門專業註冊 “D.S.S.C.U.” 或同等資格者優先
- 至少 10 年在零售、餐飲、住宅、辦公室及酒店的建築或裝修方面的經驗
- 能獨立工作和承受壓力
- 擁有在澳門相關項目及法規的經驗者為優先
- 熟悉建築申請、室內裝修、加建工程和合約文件
- 精通 Windows、AutoCAD、Microsoft Office 和 Project
- 具備流利英語和中文書面和口語能力
- 可能需要異地和偶爾出差

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SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Engineer (Statutory Submission)

Jobs Description:

- To assist the Project Manager to manage all kind of A&A projects for SJM properties
- To supervise submission consultants design deliverable
- To resolve technical problems and to provide advice to project team
- To assist in obtaining necessary permit and ensuring compliance with building code regulation and other legal requirement
- To coordinate with regulatory authority, consults to facilitate the permit application and approval process

Jobs Requirement :

- Degree / Higher Diploma in Architectural / Building Services Engineering / Construction management or related discipline
- Minimum 5 years handling statutory application experience
- Handling Macau Project and Macau Statutory requirement and regulation are highly preferred
- Project & Construction management
- Conversant with architectural submission / contractual document
- Proficiency in Windows, Microsoft Words and Microsoft Excel
- Use of CAD software preferred
- Good command of written & spoken English and Chinese
- Capability of leadership and problem solving

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SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 工程師 (入則)

職位內容：

- 協助項目經理管理澳娛綜合物業的各類加建及改建工程及建築工程
- 監督入則顧問的進度
- 解決技術問題並向專案團隊提供建議
- 協助取得必要的許可證並確保遵守建築法規和其他法律要求
- 協調監管機構，進行諮詢以促進許可證申請和審批流程

職位要求：

- 建造管理或相關學科學位 / 高級文憑
- 至少 5 年相關處理政府牌照申請工作經驗
- 有管理澳門工程項目及熟悉澳門法則及規範者優先
- 工程與施工管理
- 熟悉建築入則 / 合約文件
- 熟練使用 Windows、Microsoft Words 與 Microsoft Excel
- 優先使用 CAD 軟體
- 良好的英語和中文書面和口語能力
- 領導能力和解決問題的能力

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Project Coordinator (Fitting Out)

Jobs Description:

- Ensure all construction activities for all kinds of A&A projects comply with contractual requirements
- Plan and attend regular site and design meetings, organize, and prioritize work
- Identify project milestones and prepare internal program
- Conduct work and safety inspections
- Conduct Quality control on site and inspect work on site and off site

Jobs Requirement :

- Diploma or Degree or above in building studies / construction management / architectural / interior design or related disciplines
- At least 4-8 years solid experience in the fit out of retails, F&B, residential, offices & hotels, etc
- Able to work independently and under pressure
- Candidates with solid experience in handling Macau projects are highly preferred
- Hard-working, attentive to details, self-motivated, and strong sense of responsibility
- Familiar with interior fit-out nature. Knowledge about A&A work, design, engineering and vendor operation
- Proficiency in Windows, AutoCAD, Microsoft Office and Project
- Good Command of speaking and writing in English and Chinese

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SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 項目協調員 (室內設計)

職位內容：

- 確保各類加建和改建項目的所有施工活動均符合合同要求
- 計劃並參加定期現場和設計會議，組織工作並確定工作優先級
- 確定項目里程碑並準備內部計劃
- 進行工作和安全檢查
- 進行現場質量控制並檢查現場和場外工作

職位要求：

- 建築研究 / 施工管理 / 建築 / 室內設計或相關學科文憑或學位或以上
- 至少 4-8 年零售、餐飲、住宅、寫字樓及酒店等裝修經驗
- 能夠獨立工作並承受壓力
- 優先考慮具有處理澳門項目豐富經驗的候選人
- 吃苦耐勞，注重細節，有上進心，責任心強
- 熟悉室內裝修性質。有關 A&A 工作、設計、工程和供應商運營的知識
- 熟練使用 Windows、AutoCAD、Microsoft Office 和 Project
- 良好的中英文口語和寫作能力

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Safety Supervisor

Jobs Description:

- Oversee all kind of A&A works & Improvement works from inception in the design phase to completion in the construction phase
- Assist Senior Manager to implement safety and environmental management system
- Maintain and execute safety and environmental management system in projects
- Manage project team and contractors
- Supervise observance by any person of the standards for the safety or protection of persons employed on site
- Establish and execute safety training targets and plans
- Establish, approve and monitor safety plans, method statements and risk assessments
- Promote safety and health
- Investigate accidents, provide recommendations to prevent recurrence and monitor implementation of such measures
- Carry out regular safety audit to ensure continual improvement

Jobs Requirement :

- Candidate with building engineer qualification preferred
- Bachelor degree or above
- Certificate or diploma in OSH from a recognized institute
- Certificate in safety audit from a recognized institute
- Certificate in environmental projection
- 8 years' or above working experience in main contractor
- Experience in local gaming project and other large scale construction projects preferred

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澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 安全督導員

職位內容：

- 從設計階段開始到施工階段完成，監督所有類型的加建工程和改善工程
- 協助高級項目經理實施安全與環境管理體系
- 維護和執行工程中的安全與環境管理體系
- 管理工程團隊和承包商
- 監督所有在施工現場的人員的安全保護標準情況
- 建立並執行安全培訓目標和計劃
- 建立、批准和監控安全計劃、方法聲明和風險評估
- 推動安全和健康
- 調查事故、提供建議以防止再次發生並監督此類措施的實施
- 定期進行安全審核，確保持續改進

職位要求：

- 具有建築工程師資格優先
- 本科及以上學歷
- 具認可機構的職業安全與衛生證書或文憑
- 具認可機構頒發的安全審核證書
- 具環境預測證書
- 8年及以上總承包商工作經驗
- 具有本地博彩項目和其他大型建築項目的經驗優先

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SJM RESORTS, S.A.

Department: Project and Construction Management

Position Title: Site Supervisor (Fitting Out)

Jobs Description:

- Assist project team in all aspect of project follow up such as material planning
- Logistics and transportation coordination, site work inspection, etc
- Liaise and coordinate with sub-contractors and ensure the work progress meets schedule
- Attend regular site meetings and communicate with contractor, suppliers, internal team and designer
- Make work and safety inspections

Jobs Requirement :

- Obtain Certificate or above in Building Construction or related disciplines
- Minimum 8-10 years relevant experience in Fitting Out, Building Construction
- Good communication skills, site management and supervision experience
- Work experience in Macau Project is preferred
- Good command of Cantonese and English is an advantage

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SJM RESORTS, S.A.

部門單位： 項目建設管理

職位名稱： 督導員 (室內設計)

職位內容：

- 協助項目團隊進行項目跟進的各個方面，例如材料計劃
- 物流運輸協調、現場工作檢查等
- 與分包商聯絡和協調，確保工作進度符合計劃
- 參加定期現場會議並與承包商、供應商、內部團隊和設計師進行溝通
- 進行工作和安全檢查

職位要求：

- 獲得建築施工或相關專業證書或以上證書
- 至少 8-10 年裝修、建築施工相關經驗
- 良好的溝通能力、現場管理和監督經驗
- 有澳門項目工作經驗者優先
- 精通粵語和英語者優先

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