



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

JOB TITLE	Space Layout Designer	DEPARTMENT	Non-Academic - Facilities
SUPERVISOR	Senior Facility Manager		
SUBORDINATES	N/A		

OBJECTIVES

Reporting to the Senior Facility Manager, the Facility Supervisor needs to,

1. Manage as-built drawings of 3 campuses
2. Ensure all drawings updated to the latest status
3. Review design proposal of renovation projects and ensure they comply with local code and policy
4. Prepare design for small churn works
5. Manage all furniture assets
6. Other assigned tasks from the Facility Manager.

KEY RESPONSIBILITIES:

1. Classify the existing as-built drawings of the Shanghai campuses and categorise appropriately.
2. Ensure drawings are updated in a timely manner for any changes.
3. During the preliminary phase of major or renovation projects, review the design drawings and proposals and provide constructive feedback.
4. Collate and check drawings from construction contractors when acceptance of major or renovation project.
5. Involved in long-term space planning project according to campus development demand.
6. For small churn works, prepare design drawing to clarify the work tasks.

7. Collect the existing furniture information and build database.
8. Furniture management and draft furniture selection utilisation SOP.
9. Support the purchasing dept and user when ordering new furniture.
10. Work with the Finance department to monitor furniture optimisation and internal audit and physical verification of assets owned
11. Work with PMC and furniture vendor to update the furniture layout regularly.
12. Support facility team as and where needed.
13. Any other tasks commensurate with the post

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Engineering or related subject (architecture, civil, MEP etc.)
	Language	Native speaker of Chinese and fluent in English
EXPERIENCE	Working Experience	More than 5 years as facility management roles, or architect design company, construction
	Qualification	AutoCAD/Photoshop etc.
PROFESSIONAL SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Experience on drawing building layout and management. • Basic knowledge about electric, HVAC, firefighting, ELV etc. • Basic knowledge about furniture. • Good in English and native tongue is Mandarin. • Basic computer skills of Microsoft Office and good experience with AutoCAD. • Familiar with local codes. 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility) • Strong passion for the education industry • Personal Integrity, accountability and credibility • Strong mindset for continuous improvement to meet or exceed expectations. • Fast learner and good at developing own skills. 	