



Due to an expansion of its practice, **URBIS** is urgently looking to recruit appropriately qualified candidates to fill the following posts:

## **LANDSCAPE DESIGNER**

### **Responsibilities**

- ◆ Collaborate on the design and implementation of public and private sector landscape projects;
- ◆ Undertake a range of tasks including soft and hard landscape design, supervision at construction stage, related submission and project administration;
- ◆ Assists in the development of the project design, site plans, production of presentation documents, sketches and assists in solving design complexities;
- ◆ Liaise with project teams to prepare relevant documents for government submissions;
- ◆ Handle ad-hoc assignments independently and professionally.

### **Requirements**

- ◆ Bachelor or Master in Landscape Architecture;
- ◆ Have a proven knowledge of landscape architecture and design;
- ◆ Good design, documentation and communication skills;
- ◆ At least 1 years' of relevant post-qualification experience in landscape architecture, recent graduate is also welcome;
- ◆ Proficient in Microsoft Office, AutoCAD, Photoshop, Sketch Up and /or Rhino;
- ◆ Proficient in written & spoken English & Cantonese; Putonghua an advantage;
- ◆ Must demonstrate creativity, strong graphics, and good design judgment;
- ◆ Responsible, hardworking, self-motivated and willing to learn and tackle challenges;
- ◆ Positive attitude and passion for professional development;
- ◆ Effective individual contributor with the ability to work well in a team.

This position is only available to applicants with working permits in Hong Kong.

Attractive remuneration package commensurate with qualification and experience for successful applicant.

Applicants should apply with CV and expected salary to [hr@urbis.com.hk](mailto:hr@urbis.com.hk) and attention to the **HR Department, URBIS Limited**, 11/F Siu On Centre, 188 Lockhart Road, Wan Chai, Hong Kong.

*\*All applications will be treated in strict confidence and only be used for recruitment-related purposes.*

*We thank all candidates for your interest in URBIS Limited, and regret that only shortlisted candidates will be notified.*

## **PART-TIME LIBRARIAN**

The working hours are flexible (1 day per week during office hours)

### **Job Description**

- ◆ Manage the Library and in-house developed databases;
- ◆ Performing physical processing and relabelling of books, catalogues and other library materials;
- ◆ Assist in library collection management, circulation, shelving and shelf-reading;
- ◆ Support request to research materials and installation methodologies;
- ◆ Develop and maintain library of sustainable products and construction technology;
- ◆ Liaise with internal office staff and external suppliers, and
- ◆ Perform any other duties as assigned.

### **Requirements**

- ◆ Have a recognised degree or a professional qualification in librarianship;
- ◆ At least 3 years' experience in library-related work, preferably with experience in architectural / landscape firms;
- ◆ Proficient in the use of Excel;
- ◆ Mature, pleasant, self-motivated with a strong sense of responsibility and independence;
- ◆ A good command of written and spoken English and Chinese.

We offer competitive remuneration commensurate with candidate's experience and qualifications. Please submit your CV with expected salary by E-mail: [HR@urbis.com.hk](mailto:HR@urbis.com.hk) and attention to the **HR Department, URBIS Limited**, 11/F Siu On Centre, 188 Lockhart Road, Wan Chai, Hong Kong.

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