

**Position:** Senior Coordinator WELL Performance Verification

**Location:** Hong Kong/Shanghai and India

**Direct Report:** Vice President Project

## 1. Business Coverage:

- Geographical Coverage: **Global**
- **Company Business Divisions**
  - **Sustainable Engineering Consulting**
    - Certification Services, Building Simulations, Sustainable Design Solutions, Health & Wellness Solutions
  - **Smart Building Solutions**
    - Real-Time Building Monitoring, Performance Analytics & Reporting, Portfolio Management, Automated Control Systems
  - **Building Performance Evaluation**
    - On-Site Spot Testing, Commissioning & Retro-Commissioning, Energy Audits, Site Performance Verification
  - **Sustainable Materials Consulting**
    - Product Compliance Review, Cloud-Based Materials Management, Product Advisory Services, Tender & Specifications Preparation Services

## 2. Primary Roles & Responsibilities:

### Performance Verification (PV) and other responsibilities

- Lead the WELL Performance verification process:
  - Manage regular relationship with IWBI, GBCI and Clients.
  - Lead PV testing service - including Project tracking, coordinate RFP approvals, lead Client Pre-PV calls, prepare Sampling points, finalize Performance Testing Agent's schedule.
  - Maintain a panel of global PV Testing labs includes adding new lab to the existing panel and ensure competitive quotations are in place.
  - Manage the complete stock management to ensure local teams have up to date PV testing equipment.
  - Lead the post PV documentation and coordinate with IWBI and GBCI for final submission. Maintain 98% quality submission for PV Testing.
  - Own the QA/QC process for PV testing and document submissions.
  - Conduct gap analysis and internal training to ensure SLA is maintained for all PV testing submissions.
- Facilitate regular trainings for PV teams for educating them on pointers for success based on IWBI comments/suggestions
- Deliver green building consulting work on building projects.
- Expertise on insight on how green building and related tools, resources, and programs affect the user experience and market uptake of these programs in maintaining company's global leadership and satisfying customer engagement.

### 3. Role Information:

- Profile Requirements
  - Nationality: **Hong Kong** or **Foreign**
  - Education level: Bachelor of Engineering/Bachelor of Architecture/Bachelor of Environmental Science.
  - Certified PTA for WELL performance verification mandatory
  - Related work experience: **at least 4 years working experience**
  - Previous experience in WELL green building rating system programs **mandatory**
  - Previous experience in LEED, BREEM, JUST and RESET and other similar green building rating system programs **preferred**
  - Personality:
    - **Must be a positive person, eager to learn, and self-driven. We are looking for people that can work very well in teams.**
    - **Attention to detail, thoroughness and creates original material.**
    - **Outside the box thinking.**
    - **Self-motivated individual that can work agile without close supervision.**
    - **Ability to take direction from others.**
    - **Organized and can respond to client emails in a timely manner.**
  - Language:
    - **English mother tongue or fluent**
    - Regional and Local language is a plus
- Salary & Paid Leave
  - Salary negotiable
  - **10 days paid leave**
  - **Paid private health insurance**
- Professional Development Opportunities
  - Exposure to providing sustainability strategy advisory and implementation with international brands
  - Flexible work environment that encourages professional learning and growth
  - Collaborate with teammates across global offices and departments
  - Opportunity to learn and observe how sustainability is applied in space fit-out, design, construction, and operations from both consulting projects and firsthand through on-site testing at green & healthy building projects in Hong Kong
- Contract Type & Working Hours
  - Full time
  - **Working hours 9am-6pm but flexible work from home allowed**
- On Board Date
  - **As soon as possible**