



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Technology and Facilities Office (TFO):

Facilities and Logistics Assistant (Ref. No.: USJ26TFO-003)

Responsibilities include, but are not limited to:

1. Assist with basic inspections of buildings, equipment, and work sites throughout campuses;
2. Support simple maintenance, repair and construction tasks, including carpentry, painting, basic fittings, and moving materials;
3. Keep track of tools, spare parts and construction materials in stock;
4. Follow safety regulations in all repair and construction work;
5. Work with vendors and the team, communicate clearly and ensure smooth construction and logistics operations;
6. Carry, load and move furniture, materials and equipment as required.

Requirements:

1. Previous working experience in maintenance, construction or logistics is preferred;
2. Willingness to learn, follow instructions, and work as part of a team;
3. Ability to lift and carry up to 50 lbs;
4. Valid Macao driver's license;
5. Diplomas and certifications in a relevant field are preferred;
6. Able to work on flexible schedule;
7. Macao ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online; or alternatively submit the application letter, résumé, education certificates, the vacancy reference number, and expected salary via email to jobs@usj.edu.mo.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.



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職位空缺

聖若瑟大學之科技及設施處現正招聘以下職位：

設施及物流助理(申請職位編號: USJ26TFO-003)

職務概述：

1. 協助定期對各校舍的設施及設備進行基本巡查；
2. 處理簡單的維護、修理及施工工作，包括木工、油漆、基本安裝及搬運材料；
3. 記錄庫存中的工具、備用零件及施工材料；
4. 遵守所有維修與施工工作的安全規範；
5. 與供應商及團隊保持良好溝通，確保施工及物流流程順暢；
6. 按工作需要搬運、裝載及移動傢俬、物料及設備。

職位要求：

1. 具備維護、施工或物流相關工作經驗者優先；
2. 具備良好的學習態度及遵守指示，並積極參與團隊工作；
3. 能提舉及搬運達 50 磅的重物；
4. 持有效的澳門駕駛執照；
5. 持有相關行業之文憑及認證優先；
6. 能配合彈性工作時間；
7. 持澳門居民身份證。

申請方法：

- 申請人請登入 <http://www.usj.edu.mo/en/about/careers-at-usj/> 查閱相關職位空缺，並可於以上網址提交求職申請；或可將求職函、個人履歷、學歷證明、申請職位編號及要求待遇經電郵發送至 **jobs@usj.edu.mo**
- 申請人所提交的全部文件只作招聘用途，所有資料絕對保密
- 本招聘將持續進行，直至聘請到合適申請人為止