

(2) Mapping of UoCs for Property Service Assistant

QF Level	Job Title	Property Service Assistant		
3	Job Descriptions	Assist to supervise subordinate to carry out property management services and customer services duties, handle daily inquiries, verify clerical record and petty cash, follow up on outstanding payment, collect data for insurance claims, arrange manpower for property management services, and carry out safety measures in property management work, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Supervise subordinates in handling individual emergency cases	PMZZEM302A	3
		Provide initial views on improvements and enhancements to the state of a building	PMZZBM302A*	1.5
		Supervise and arrange frontline management services for owners and tenants	PMZZOS301A	3
		Verify the records on property management matters	PMZZOS302A	3
		Arrange manpower and venue set-up for various types of meetings of owners	PMZZOS303A	1.5
		Collect data for insurance claims	PMZZOS304A	1.5
		Lead subordinates to prepare, promote and carry out activities in shopping centres and other cultural, recreational and community activities	PMZZOS305A*	1.5
		Be able to comprehend pre-management procedures and lead subordinates to carry out respective measures	PMZZOS306A	1.5
		Inspect on the installation and use of facilities of shopping centres and other premises including commercial and industrial buildings	PMZZFM302A*	3
		Supervise subordinates to liaise with relevant organizations in dealing with property management issues	PMZZLW301A	3
		Lead subordinates to handle petty cash income and follow up on outstanding payment	PMZZFN301A	3
		Supervise a property management team to complete relevant tasks	PMZZHR302A	3
		Lead subordinates to carry out safety measures in property management work	PMZZHR303A	1.5
		Lead subordinates to carry out customer service duties	PMZZHR304A	3
			Total	33

Remarks: *The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.