

NON - ACADEMIC POSITION		Closing Date: 15th March 2021
Position 1: Junior Administrative Assistant Handyman Civil Unit(1 position)		
Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur		
Department	Status	Expected Report Duty
Facilities & Services	Contract	March 2021
Job Description:		
<ol style="list-style-type: none"> 1. To inspect the building premises and equipment's from any sign of defect including hostel area. 2. To report any defects (if any) on daily basis. 3. To keep and maintain the records of maintenance of the premises and equipments. 4. To assist the executive in monitoring the work of appointed contractor and ensure the job done according to the specification required. 5. To carry out preventive maintenance periodically. 6. To entertain the request from any other department regarding the maintenance of buildings. 7. To give opinions and select the best alternatives in resolving any matters relating to the department ensuring the efficiency and cost effective. 8. To prepare report or breakdown problem and report to Principal. 9. To attend all meetings and discussions organized by the Department. 10. To perform any additional responsibilities assigned by your Department. 11. Providing repairing services such as toilet flush, door knob, repair blind/rail curtain, change door closer and etc. 		
Job Requirements:		
<ol style="list-style-type: none"> 1. Candidate must possess at least PMR or SPM or Professional Certificate in Civil. 2. Have working experience required. 3. Male candidate preferred. 4. Must be responsible person, good attitude and team work. 5. Follows instructions and takes initiative to manage own work. 6. Flexible and willing to work unsocial hours. 7. Applicants should be Malaysian citizens. 8. Good physical condition. 		