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| <b>NON ACADEMIC POSITION</b>  |               | <b>Closing Date: 30<sup>th</sup> April 2021</b> |
| <b>Position 3: Technician Assistant (1 position)</b>  |               |   |
| <b>Location : Management Office, Gombak, Kuala Lumpur</b>   |               |   |
| <b>Department</b>   | <b>Status</b> | <b>Expected Report Duty</b>                     |
| Facilities & Services   | Contract      | May 2021  |
| <b>Job Description:</b>   |               |   |
| <ol style="list-style-type: none"> <li>1. Handyman for electrical works such as repair switch, plug point, repair socket, light, pump, street lighting and trouble shooting.</li> <li>2. Perform work assignment in accordance with the schedule as assign by Facilities &amp; Services Manager.</li> <li>3. Assist Chargeman in installation of electrical equipment and servicing.</li> <li>4. Perform all maintenance and repair with speed and thoroughness.</li> <li>5. Ensure all ad-hoc works and preventive maintenance works are carried out expeditiously and on time.</li> <li>6. To conduct daily checks on essential equipment to ensure that they are operating in a satisfactory condition at all times.</li> <li>7. Preventive maintenance for air-conditioner services four times a year.</li> </ol> |               |   |
| <b>Job Requirements:</b>  |               |   |
| <ol style="list-style-type: none"> <li>1. Candidate must possess at least SPM or Diploma / Professional Certificate in Air Conditioning / Civil / Mechanical Engineering or equivalent</li> <li>2. At least 2 years in maintenance &amp; technical working experience.</li> <li>3. Able to multi task in a fast paced work environment</li> <li>4. Good in human relation and verbal communication skills in Bahasa Malaysia. Able to speak English is an additional advantage.</li> <li>5. Flexible and willing to work during unsocial hours</li> <li>6. Able to work independently and in a team.</li> </ol>   |               |   |