

NON ACADEMIC POSITION**Closing Date: 31st August 2021****Position 1: Technician Assistant (1 position)****Location : Management Office, Gombak, Kuala Lumpur**

Department	Status	Expected Report Duty
Facilities & Services	Full Time	September 2021

Job Description:

1. Handyman for electrical works such as repair switch, plug point, repair socket, light, pump, street lighting and trouble shooting.
2. Perform work assignment in accordance with the schedule as assign by Facilities & Services Manager.
3. Assist Chargeman in installation of electrical equipment and servicing.
4. Perform all maintenance and repair with speed and thoroughness.
5. Ensure all ad-hoc works and preventive maintenance works are carried out expeditiously and on time.
6. To conduct daily checks on essential equipment to ensure that they are operating in a satisfactory condition at all times.
7. Preventive maintenance for air-conditioner services four times a year.

Job Requirements:

1. Candidate must possess at least SPM or Diploma / Professional Certificate in Air Conditioning / Civil / Mechanical Engineering or equivalent
2. At least 2 years in maintenance & technical working experience.
3. Able to multi task in a fast paced work environment
4. Good in human relation and verbal communication skills in Bahasa Malaysia. Able to speak English is an additional advantage.
5. Flexible and willing to work during unsocial hours
6. Able to work independently and in a team.

WORK SMART, BE PROACTIVE**Courage, Discipline, Trustworthiness, Loyalty, Diligence**