

NON-ACADEMIC POSITIONS**Closing Date: 27th September 2023****Position 1: Admin Assistant (1 position)****Location : International Islamic School Malaysia, Kuantan, Pahang**

Department	Status	Expected Report Duty
Maintenance	Full Time	October 2023

Job Description:

1. To keep and maintain the records of maintenance and inventory of the premises and equipment including science lab.
2. To request and monitor any renovation or maintenance work of appointed contractor and ensure the job is done according to the specification required.
3. To entertain the request from any other department regarding the maintenance of buildings.
4. To fix simple maintenance or electrical problem whenever necessary (e.g. broken door handle, replacing light bulbs, power trip etc.)
5. To drive students to activities as and when required (e.g. excursions, trips, programs etc.)
6. To send staff to attend meeting, training, program and etc. in or outside the district.
7. To assist in Postal matter task (to send outgoing mail to post office and purchase stamps for office use.)
8. To maintain company's vehicle in good and safe condition (e.g. maintenance, cleanliness and insurance renewal).

Job Requirements:

1. Candidates must possess at least Diploma in Maintenance Management or its equivalent will be an added advantage.
2. At least 2 – 3 years' experience in maintenance field (e.g. civil and electrical).
3. Ability to handle multiple tasks under pressure and meet deadlines.
4. Good in administrative skills and Microsoft Office skills.
5. Possess a valid class D manual driving license with good track record.
6. Able to communicate in English and Malay.
7. Must be healthy with good eyesight and ensure safety driving at all times.