

**Job Title : Repair and Maintenance Officer**

**OVERALL PURPOSE:**

- ◆ To assist all Repair & Maintenance work in Property Team
- ◆ Has good technical skills on electrical, some understating on Civil work & Mechanical
- ◆ Must be handy on all Repair & Maintenance as well as conduct preventive maintenance work too.

**RESPONSIBILITIES:**

- ◆ To coordinate Property officer on all Repair & Maintenance works at all branches
- ◆ Be able to travel around both Phnom Penh and Provincial branches
- ◆ Be able to work on Weekend and Public holiday
- ◆ Providing good support to all internal customers with best and satisfaction services
- ◆ Conduct preventive maintenance for furniture and MEP equipment in all branches
- ◆ Be able to do basic Carpentry and painting work
- ◆ Be able to do basic Steel Welding work
- ◆ Good knowledge on electrical wiring or cabling work
- ◆ Good knowledge on generator maintenance

**OTHERS:**

- ◆ Conduct other jobs assigned by management

**REQUIREMENTS**

- ◆ Having handy work experiences in overall Repair & Maintenance
- ◆ Carpentry, Welding, Touch up Repairing, Painting
- ◆ Generator and electrical knowledge
- ◆ Heard working, honest, positive attitude and self- starter.

Contact Info:

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