

SUPERVISOR

Department:	Service Delivery	Working Hours:	Mondays to Fridays, 07hr30 to 16hr30, and Saturdays, 07hr30 to 12hr30
Reporting to:	Senior Supervisor	Type of Position:	Full-Time and Permanent

Minimum Qualification and Experience:

1. A School Certificate (SC) or an equivalence acceptable to the Board
2. 3 years' experience post qualification in a relevant field
3. A valid driving license for manual gear

Main Duties:

1. Assist the Senior Supervisor in the performance of his duties, as instructed by the latter
2. Collect Cleaners' Attendance sheets from schools on a monthly basis, cross check and sort out same for the Senior Supervisor to compile
3. Accurate bookkeeping, and other paperwork, as instructed by the Senior Supervisor
4. Driving the company vehicle in the performance of his / her duty
5. Attend to cleaners' issues on timely basis and accurately
6. Timely delivery of cleaning material to cleaners
7. Ensure proper and efficient use of material delivered to cleaners
8. Inspect and supervise the work of cleaners, and report accordingly and on time
9. Report making, where required
10. Lead the zone in the absence of the Senior Supervisor, so that operations do not get disturbed
11. Adhere to the company's vehicle policy, and report any mis happenings on the road as soon as possible
12. Use ICT in the performance of the above duties
13. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri-Facilities

Documents to be mandatorily submitted alongside the application form (copies only):

1. Copy of School Certificate (SC) or equivalence
2. Copy of valid driving licence for manual gear

**Non-submission of above documents will lead to the disqualification of the candidate from the recruitment exercise*

Salary:

Negotiable