

Maintenance Supervisor

Department:	Technical Services	Working Hours:	Mondays to Fridays, 07hr30 to 16hr30, and Saturdays, 07hr30 to 12hr30
Reporting to:	Maintenance Specialist	Type of Position:	Full-Time and Permanent

Minimum Qualification & Experience:

1. A Higher School Certificate (HSC) or a National Certificate Level 5 or an equivalence acceptable to the Board
2. 4 years' experience post qualification in a relevant field

Main Duties:

1. Coordinate daily maintenance activities
2. Maintain all inventory and equipment, and ensure proper storage
3. Comply with all health and safety regulations and practices on site
4. Hires and manages maintenance technicians
5. Supervises maintenance workers and contractors
6. Orders tools, supplies, and equipment
7. Responds to maintenance requests
8. Responsible for the team members and resource allocation
9. Managing workflow
10. Training new hires
11. Creating and managing team schedules
12. Evaluating performance and providing feedback
13. Helping to resolve employee issues and disputes
14. Provide maintenance support services
15. Assist Technical Manager / Maintenance Specialist to maintain the company's technology equipment and machinery, as well as computer and network systems, and other related instruments to support the business operational functions
16. Ensure the highest client service and satisfaction
17. Responsible for preventive maintenance and daily repairs
18. 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 Bachelor's degree or equivalence

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

Salary:

Negotiable