

# **POSITION: FACILITY & PROJECT OFFICER**

## **Job Responsibilities:**

- To assist the Facility Manager in monitoring day-to-day operations, maintenance, repairing as well as the upkeep of the Company's facilities (Office & Retail Stores)
- Carry out inspections of the facilities to identify and resolve issues
- Emailing and follow up with contractors, suppliers, outlet staffs, mall management & etc.
- To handle the basic electrical wiring tasks.
- Monitoring and reporting on the project-related progress to ensure compliance with the requirements before project due date
- Carry out all other facility-related tasks as assigned

## **Requirements:**

- At least 2 year related working experience
- Good attention to details
- Excellent in time management skills
- Excellent verbal, written, analytical and communication skills
- Matured, patient and of pleasant personality
- Must possess own transport and must be willing to travel
- Must be able to work at Mutiara Subang (Seksyen U5, Shah Alam)

## **Benefits:**

- 5 days work per week
- Medical benefits
- Staff purchase discounts
- Group Insurance Coverage

Interested candidates, kindly send us your latest resume (attach with your recent passport size photo) through email at [myrecruit@petloverscentre.com](mailto:myrecruit@petloverscentre.com).