

## JOB DESCRIPTION

Designation	Facility Associate / Ancillary Services (TP Career Kickstarter)
School/Department	Estates & Facilities Management
Number of Positions	1
Duration	12 months

Key Responsibilities
<p>This role will assist in TP's F&amp;B Operations and Glocal Connect Village rejuvenation and operations.</p> <ul style="list-style-type: none"> <li>• Conduct a To-Let exercise to engage individual stall tenants at Flavours Food Court.</li> <li>• Work with outsourced vendor on the price review for new stalls or new items.</li> <li>• Conduct checks on outsourced vendor on the regular inspection to F&amp;E Outlets.</li> <li>• Assist with the tender calling for the replacement of dining furniture at BPC and Sprout.</li> <li>• Assist with the tender calling for the purchase of furniture at residential blocks.</li> <li>• Assist with the procurement of appliances and sundry items for residential blocks via ITQ, SVP, DA contract, etc.</li> <li>• Check quotations for the improvement works to Glocal Connect Village and monitor the progress of works.</li> <li>• Conduct inspection to unit prior to tenants' check-in.</li> <li>• Assist with administrative duties, including documentations and filling, facilities booking and prepare billings for monthly and ad-hoc charging.</li> </ul>

Prerequisites
<ul style="list-style-type: none"> <li>• Qualification in suitable disciplines, including facility management, culinary/catering management or business management.</li> <li>• Positive attitude and willingness to learn.</li> <li>• Strong written and verbal communication skills.</li> <li>• Effective presentation skills.</li> <li>• Good interpersonal skills with the ability to collaborate across teams.</li> <li>• Analytical thinking with attention to detail.</li> <li>• Able to manage multiple priorities and meet deadlines.</li> <li>• Able to work independently while also being a proactive team player.</li> </ul>