

JOB DESCRIPTION

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

Key Responsibilities
<ul style="list-style-type: none"> • Conduct landscape and cleaning maintenance audit. • Gathering and updating of data for cleaning tender. • Checking of readiness of teaching facilities and the associated assets' functionality before commencement of school term. • Conduct random waste audits, analyse the data and propose recommendations to improve good waste disposal methods. • Conduct annual campus asset verifications. • Updating of 3D models or drawings, i.e. bicycle lots, water dispenser. • Checking cleaning, pest control, landscape and building/grounds maintenance fulfilment.

PREREQUISITES
<ul style="list-style-type: none"> • Qualification in suitable discipline such as facility management. • Strong written and verbal communication skills. • Effective presentation skills • Good interpersonal skills with the ability to collaborate across teams. • Analytical thinking with attention to detail. • Able to manage multiple priorities and meet deadlines. • Positive attitude and willingness to learn. • Able to work independently with minimal supervision when required.