



## Assistant Facilities Manager

### Description

- Reporting to the Facilities Manager, assist in the execution of Technical and Operational duties.
- Supervise and co-ordinate Facilities & Maintenance works of General Workers & Operation Technicians
- Attend to and review Maintenance Defect Records and assign works to respective staff
- Troubleshoot and work in a team to solve maintenance and facilities issues
- Keep inventory and track equipment, tools and consumables under the Facilities Department
- Maintain administrative records pertaining to Facilities
- Perform any other tasks assigned by the Facilities Manager

### Requirements

- Candidate should possess a willingness to learn and a flexible, creative attitude for troubleshooting and coming up with solutions
- Preferably experienced in building and facilities maintenance
- Able to work with different people groups
- A team player and at the same time able to work independently
- Must be willing to travel to service all preschools under the school's management

### Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to [joinus@littleseeds.edu.sg](mailto:joinus@littleseeds.edu.sg). Thank you.

*We apologise that only shortlisted candidates will be notified.*