

Facilities Handyman Job Description

Job Purpose:

To ensure the day-to-day operation of handyman duties.

Duties and Responsibilities:

- Provide exterior maintenance and repair such as painting and touch-up on walls, sidewalks, etc.
- Minor carpentry and masonry work
- Provide maintenance support and services such as repair of lighting, plumbing, etc.
- Troubleshoot simple electrical power failures
- Assist in event set up and scheduling
- Escort and oversee third-party contractors when needed
- Any other tasks as and when assigned by the supervisor

Requirements:

Education/Professional Qualification

- Any relevant qualification
- Able to work overtime or on weekends due to ad hoc situations and additional works as required

Preferred Skills/Experience

- Minimum 2 to 3 years of experience in building maintenance
- Basic knowledge on air-conditioning servicing
- Experience with hardware tools and electrical components will be an advantage
- Positive attitude and willingness to learn
- Good communication skills

Language Requirements

- English and Mandarin