

JOB DESCRIPTION

Department : Engineering
Job Title : Trainee

SUMMARY

This position to assist the Chief Engineer and the Technical Officer in the operation, maintenance and repair of the Hotel property building, systems and equipments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in overall day to day maintenance and operations of the building
- Assist in coordinating and supervising contractors' on daily maintenance, security and other operational issues
- Assist in investigating and troubleshooting on building mechanical and electrical problems or such complaints with Technical Officer / Technician and identify solutions
- Carry out daily repair and maintenance works assigned by Technical Officer
- Complete work order request in a timely manner
- Provide front-line supports and troubleshoot in the event of breakdowns
- Ensure prioritized attention to maintenance work orders and complaints respecting the department's standards
- Involve in plumbing, electrical, heating, cooling, ventilation, furnishings and fixtures, painting, wall cover repairs, light carpentry, door and window repairs
- Perform any room preventive maintenance activities as scheduled
- Perform any other duties assigned

REQUIREMENTS

- Pleasant disposition with good interpersonal skills
- Excellent analytical and critical thinking skills, result-oriented nature
- Detail-oriented and deadline-sensitive
- Able to work in a fast-paced environment

To apply for the above positions, please send your full resume to eleanor.lim@fullertonhotels.com