

# Support, Property Management

## Job Responsibilities:

The Incumbent is responsible for most or all of the following areas:

- Carry out repairs/maintenance (e.g. electrical, plumbing, carpentry etc) on properties and supervise 3rd-party contractors or renovators whenever necessary.
- Conduct scheduled preventive maintenance work and regular checks on facilities (e.g. lightings/wirings, lifts, air-conditioners, electrical appliances, etc) ensure compliance to building and statutory requirements.
- Works and liaise harmoniously with relevant stakeholders ensuring the organization's service level are achieved through immediate resolution of property and service inquiry or complaints and good property upkeep.
- Ensure that all permits and licenses are up-to-date and comply with authorities requirements.

(\*) At any time, Sunsuria can review, at its own discretion, the job roles and responsibilities according to its strategy.

## Requirements:

- Diploma / Advance Diploma / Professional Certification in any related discipline with minimum 2-3 years of relevant working experience in preferably property development.
- Possess Certificate of Competence grade of AO or higher would be an added advantage.
- Good verbal communication skills (English is a must).
- Proficient in MS Office applications.
- Able to organize and manage multiple priorities for maximum delivery result.
- High level of integrity, initiative and results oriented.
- Able to communicate effectively with all level of personnel.