

THE GARDENS MALL

MID VALLEY CITY GARDENS SDN. BHD (186198-P)

(A Subsidiary of IGB Berhad)

JOB DESCRIPTION

Job Holder	:	
Job Title	:	Maintenance Executive
Job Category	:	E2
Department/Unit	:	Building Services
Reporting To	:	Mohd Sharizan

DUTIES & RESPONSIBILITIES	WEIGHTAGE
A) <u>Core Duty</u> 1) Provides overall co-ordination on Building Maintenance 2) Maintaining and upkeep all building services works 3) Schedule daily work programmes 4) Coordinates with inter-department on Mall's upgrading works and tenant's fit-out works 5) Regular maintenance on Mall's common area to ensure the systems are in good condition and minimize the time taken for breakdown replacement 6) Records and monitors Maintenance and replacement works done for tenants 7) Coordinates and supervises works carry out by contractors 8) Organise, manage and supervise daily task to be perform by supervisors and technicians 9) Prepare daily and monthly reports 10) Execute or perform any task or assignment that may be assigned by the superior B) <u>Requiremants</u> 1) Minimum Degree in Machanical & Electrical with at least 1 year working experience in similar field or in construction field 2) Experience in large shopping centers or business complexes have an added advantage 3) Easily adapting to change of demand and requests 4) Ability to organize and coordinates any events and preparing schedule 5) Independent and possess good analytical skills	

