

Building Manager (Bali)

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Company: PT. Reeracoen Indonesia

Location: Indonesia

Category: other-general

About work 仕事内容について

Monitor and control building operation daily activity

Develop, monitor, and control building operation cost

Lead an area of the Building Control Unit and manage the professional and technical staff to provide efficient, effective, and customer-focused services with meet statutory, corporate, and standard service requirements in the processing of building regulation applications and associated functions.

Ensure all sets of property documents such as architectural, civil, and structural, MEP drawings; permit licenses are well-kept and updated at all times.

Set and create yearly, Bi-Annually, Quarterly, Monthly, Weekly, and Daily work plan

Manage and coordinate building and ground maintenance and repairs team including renovation and tenants' fit-out.

Manage and control the team to check and ensure all building's properties are in safe and good condition and that building operation function well.

Communicate with BOD, other departments, and government institutions and provide tenants and occupants with updates on electrical, water and other service outages also scheduled shutdown

Develop and implement the Building Emergency Response Plan

Salary

12,000,000 IDR ~ 18,000,000 IDR

Work Location

Bali

Requirement

Education: Min. Diploma Degree in any major

Language: English Intermediate Level

3 years as Building Manager

Have knowledge in Finance, Maintenance, Service, and Tenant stuff

English Level

Communicative

Other Language

None

Benefit

THR (Lebaran Allowance)

Bonus

BPJS: Ketenagakerjaan, Kesehatan

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