

Position Title	:	Maintenance Assistant
Department	:	Administration
Report to	:	Maintenance team leader
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- To implement the maintenance of electricity system, water system, furniture & fixture, and relevant parts of the premises
- To assist the team to ensure that the university is fully equipped and powered to operate at its capacity

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Install and maintain the electricity and water systems, furniture and fixture, and other relevant parts of the premises
- Observe and report the consumption of electricity and water and other device usage for the efficient utilization purposes.
- Ensure that there is enough electricity and clean water for the whole university
- Regularly check the use of electrical devices and ensure that all needed devices are functioning well for the operation of offices and university's services
- Perform general maintenance work by the team

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 1 year working experience in the electrical, electronic, or general maintenance work.
- Committed, acquired principle but flexible with work
- Computer literacy for MS office application
- Be proactive and keen about the electrical or electronic work
- Sociable and be ready to learn something new

2. Education:

- Certificate of electrical or electronic training
- At least high school certificate

3. Personal Quality

- Committed, acquired principle but flexible with work
- Sociable and be ready to learn something new