

JOB DESCRIPTION

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| Position Title | : | Campus Facilities Intern |
| Department | : | Operations/Facilities |
| Report to | : | Campus Facilities Optimizer and Campus Facilities Manager |
| Reportees | : | N/A |
| Location | : | University of Puthisastra, Phnom Penh, Cambodia |

I. Position Summary:

- Assist on analyzing and improving processes, systems, or models to make them more efficient, effective, and scalable.
- Assist cleaning team to keep the university's premises clean, hygienic, and friendly environment. - Assist security team to keep the University's premise safe and friendly.
- Assist in UPSAGE (stock) and UPSIS system (booking & request).
- Assist on Safety and Parking at Campus.
- Assist on facilities management and maintenance.

II. Duties and Responsibilities:

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

- Hygiene, maintenance, and security/safety. Keep the university's premises clean, hygienic, and friendly environment by ensuring that offices, classroom, aisle, hall, garden, and other open areas of the university are clean, tidy, safe, and hygienic during the operation of the university working hour.
- Assist with other team for achieving better work performance.
- Assist with maintenance team and security team to ensure the university is safe and secure.
- Assist reports & Daily booking (UPSAGE and UPSIS).
- Assist supplies and stock such as maintenance supplies, cleaning supplies, stationary, and etc. - Assist monthly purchase reports such as Stationery report, cleaning supplies report, maintenance supplies report and keep the document in the files.
- Assist monthly report such as OT for HR, and parking permit for Facilities department.
- Perform other tasks upon request by Campus Facilities Optimizer/Campus Facilities Manager

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 6 months working experience in the administration/Facilities work or relevant data analyzing.
- Professional training or short courses for project management digital data management is preferable but not Limited.

2. Education:

- At least 3 years' student with major in management or law, or related field.
- Professional training or short courses for facilities management, conflict management, premise management is preferable but not Limited.

3. Skills/Competencies:

- Some command of both Khmer and English literacy (written and spoken).
- Strong interpersonal, problem solving, and communication skills.
- Computer literacy for MS office application and digital data analyzing.
- Sociable and be ready to learn something new things.