

Maintenance Agent / Carpenter

DIB Club is a large landscaped pool surrounded by shaded lounges and three urban football pitches on Koh Pich (Diamond Island). A cocktail bar and an open-air restaurant serves Cambodian and Western cuisine. It is a friends and families place during the day, a cool nightlife destination after sunset, also hosting private events and parties. Maads operates the DIB Club.

Summary

The maintenance agent is responsible for repairs in the club with a particular attention to all carpentry work, s/he responds to requests ensuring maximum guest satisfaction in accordance to the club's established standards.

Detailed Responsibilities

Customer Service

- Always greet the guests with a warm smile.
- Be fully conversant with all services and facilities offered at the club.
- Attend to guest requests or inquiries at all times or call someone who can help if assistance needed.
- Be attentive when guests or colleagues require assistance.

Operations

- Maintenance operations
 - Assist the manager on programming the work and decide the daily planning.
 - Construct new simple wooden structure when required.
 - Repair and maintenance of:
 - All types of wood & timber work in the hotel including public & back of house area.
 - Table, chairs, doors, locks & keys, window rubber lining, curtain rods, curtain pelmet, frames, hinges & closer, glass top & window frames.
 - Ceiling boards such as gypsum & plaster ceiling, partitions, notice boards, racks, cupboards, stools.
 - Platforms, wooden ramps, nailing & hanging pictures.
 - Minor masonry work such as tiling of walls & floors, varnishing furniture.
 - Some painting work.
- Storage & Prep
 - Keep material tidy and clean, at the end of shift, replenish it in preparation for the next shift.
 - Keep maintenance area clean and stock locked at all times.
 - Maintain and clean the equipment, storage rooms and put supplies in order.
 - Record all material used daily.
- Reporting
 - Report and follow up on repair and maintenance with supervisor.



DIB CLUB
PHNOM PENH

General

- Have complete knowledge of the Club's policies (fire, security, handbook, etc.).
- Have complete knowledge of the Club's quality and service standards, departmental procedures.
- Attend all training sessions scheduled by the management.
- Always keep a very good and professional attitude towards all colleagues.
- Maintain excellent grooming standard at all times.
- Report accidents, injuries and unsafe work conditions to supervisors.
- Occasionally perform other duties and assist with special projects as assigned.

PROFILE

- Experience in carpentry, woodworking
- Own and have experience with a diverse array of tools and equipment
- Excellent organizational and time management skills
- Ability to work comfortably on scaffolding, ladders
- Able to work in a team, flexible hours and weekends.

CONDITIONS

Working hours: as per weekly schedule, 8 hours work per day, 6 days per week.

Salary & Benefits: will be discussed during the interview.

Closing date: 26 January 2020

Please send your CV and Cover letter to: gm@dibclub.asia

www.maads.asia/dibclub

Please note only locally present Cambodian nationals and shortlisted candidates will be contacted.