



Building Facility Maintenance Assistant

Reports to: Head (Infrastructure)

Purpose: The Building Facility Maintenance Assistant assists the Head of Infrastructure to achieve our church mission of "*Leading Generations into a Life-changing Relationship with Jesus Christ.*"

In particular, the Building Facility Maintenance Assistant is to:

(A) Core Duties

- Work with Building Maintenance Technician to coordinate repairs and maintenance

(B) Secondary Duties

- Perform : -
 - visitor enquiries including building pass issuance, escorting duty when needed, patrolling, carpark & traffic flow marshaling, crowd management during events
 - safety and security measures in the building; enforce order and safety during emergency / report any abnormalities
 - regular checks that only authorized persons and vehicles are allowed entry in Church's premises
 - keep track and updates logbooks for incidents and related reports;
 - other duties that may be assigned from time to time
 - Handle safekeeping of lost and found items
- Assist :
 - FCC duties such as responding to system alarms and CCTV monitoring report to relevant authority.
 - In investigation of incidents and report to relevant authority

Skills/Qualifications:

- GCE 'N' Level or equivalent
- Able to communicate with people of all levels effectively
- Able to work on shifts/weekends/public holidays
- Have great sense of urgency and able to handle multiple tasks
- Ability to prioritise
- Team player

TEL + 65 6386 6702 | MOB + 65 9117 6000 | FAX + 65 6386 6703 | EMAIL shine@gospellight.sg | ADDRESS 39 Punggol Field Walk, Singapore 828753

Leading Generations into a Life-changing Relationship with Jesus Christ

www.gospellight.sg