



Caretaker

We are recruiting for several Caretakers. As an IFM caretaker you will be responsible for ensuring the highest standard of facilities, ensuring regular and consistent communication for our Ras Al Hamra residents.

Main Responsibilities

- Ensure that the highest standards of health and safety are always maintained.
- Plan & Record fire drills and annual evacuations.
- To assist in carrying out the regular health and safety checks in accordance with the Company's/IFM's health and safety policy.
- Following all Company standards and requirements like raising Ihtimam cards, finishing all online courses and understanding the rules & policies.
- Inspecting & Managing Cleaning Contractor
- Inspecting & Managing landscaping Contractor
- Liaise with outside premises contractors when working on-site and when they are carrying out repairs/maintenance work.
- Carry out bi-weekly fire alarm checks or as required.
- Check HVAC AHUs weekly and ensure that everything is in working order.
- Carry out minor painting repairs and decorating projects.
- Updating Maximo daily for reactive and PPM jobs.
- Ensure PPM is being done as planned through Maximo.
- Getting quotes and plan to carry out projects as required.
- Preparing apartments for new tenants and jointly inspect with housing team.
- Checking and operating Building Management System daily. BMS
- Checking and operating CCTV system when required.
- Managing movement and arrangement of furniture as required.
- Applying all daily, monthly and yearly tasks and checklists.

Education and Experience

- Diploma in a related subject or above
- 5 years of managerial experience
- Relevant, recent experience in managing an out-sourced or part out-sourced IFM operation.
- Proven budget/Financial management experience in support of IFM.
- Experience in work planning and management, creation of work programmes involving several service lines.
- Experience in managing services through KPI's and score cards to achieve high performance on a large FM/Catering contract
- Proven IT skills (Microsoft Office, Microsoft Project, ERP)
- Strong spoken and written English, and preferably an Arabic speaker





Skills and Competencies

- Knowledge of Workplace Health & Safety practices and policies
- Builds and maintains strong positive working relationships with clients and their team.
- Works co-operatively with customers/partners, maintaining regular, consistent and clear communications to produce innovative solutions
- Demonstrates positive leadership and management skills to motivate, coach and develop their team
- Utilises project management principles to ensure operations-related projects are managed effectively.
- Treats all people they are responsible for and to, equitably and ethically.
- Demonstrates ability to produce project plans using Microsoft Project.
- Keeps abreast of latest changes and developments in all aspects of Hard and Soft FM and applies knowledge to ensure a continuing cost-effective service.

Interested candidates can apply by sending their CV to
hr@carillionalawi.com

