



THE FULLERTON HOTEL
SINGAPORE



Assistant Property Manager / Property Manager

- Overall building management and reporting of status to Director of Facilities
- Responsible in overall day to day maintenance and operations of the Building
- Assist in investigating and troubleshooting on Building M&E problems or such complaints with Technical Officer/Technician and identify solutions
- Attend to tenants' requests and feedbacks or tenancy issues.
- Maintaining proper records on all car park transactions, reporting and operations
- Liaison and coordination with engineering or other departments with regard to all necessary works pertaining to One Fullerton and all other properties/projects designated.
- Ensure efficient and effective maintenance of the company's facilities through routine checks and preventive maintenance strategies.
- Source, negotiate and follow up with contractors on repair and replacement work to ensure work done according to specifications.
- Coordinate and check on tenants' renovation / fitting out and reinstatement works.

Requirements :

- Diploma in Facilities Management / Building / Mechanical / Electrical Engineering
- 3 years' of relevant working experience
- Good communication and interpersonal skills
- Able to work independently under tight deadline
- Familiar with Facility Management
- Good understanding of design, building regulations and project implementation process

To apply for the above positions, please fill in our online application form on <https://www.fullertonhotels.com/join-us.html>. Alternatively, you could send your full resume to careers@fullertonhotels.com