

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV916

Company Name: Abu Dhabi vocational education & training institute

Company Type: Government



Job Position/Title:	Facilities Coordinator	Academic Major:	Mechanical – Electrical
Salary Range:	20,000 to 24,000 AED	Years of Experience:	Fresh Graduate or 1 to 3 years of experience
Job Location:	Baynounah/Delma/Northern Emirates	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Supervises cleaning, security, catering and all maintenance contract staff, ensuring service provision is of high-quality and in accordance with school procedures and standards. - Supervises maintaining all campus facilities and provides logistical support for all school activities/events. - Responsible for the campus preventative maintenance program. In addition, he/she will receive and undertake tasks related to equipment and resources, including the bar coding of equipment and maintenance of an asset inventory and prepare reports on maintenance requirements. - Control and maintain campus assets and facilities. - Assisting the Vice Principal, in planning and developing specifications related to campus facilities including monitoring of space utilization and associated interior planning and design.		
Minimum Qualifications:	Bachelor of Engineering – Mechanical – Electrical		
No. of Positions Required:	6		
Job Close Date:	January 2016		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:
career@adveti.ac.ae

