

The NUS High School of Mathematics and Science is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science.

The School is inviting suitable applicants for the following position:

## **SPECIALIST ASSOCIATE - ESTATE**

You will provide support to the Infrastructure Department to ensure the smooth and efficient estate operations in the school. You will work with multiple stakeholders including staff and external vendors/contractors in the course of work.

### **Key responsibilities:**

- Responsible for the smooth and efficient operations of the property.
- Assist in building repair and improvement works.
- Manage all maintenance issues and attend to request / feedback.
- Ensure consistency and compliance with specifications and building regulations.
- Manage all operational matters including facilities, landscaping, and turf management service, lift maintenance and arm barrier maintenance.
- Monitor vendors/contractors' daily activity, site progress, schedule and safety on site.
- Review and check all the drawings, specifications, and to ensure that works are carried out in accordance with the approved plans/drawings/specifications.
- Highlight discrepancies, feedback site progress and non-conformances/irregularities to superior.
- Assist in reviewing of contractor's method statements and working procedures and assure contractor followed on site.
- Prepare lists of defects, monitor the progress of rectification works and ensure all the defects are satisfactorily rectified.
- Oversee the logistics operations for event setup.
- Conduct facilities inspection and consolidation of data.
- Carry out administrative works and other duties as required by your superior.
- Perform any ad-hoc duties as assigned by your superior.

### **Requirements:**

- At least a Diploma in Building / Facilities Management or related.
- Preferred at least 2 years of relevant work experience in facilities management environment.
- Good administrative and organizational skills
- Meticulous and detail-oriented with high standards on logistical and operational arrangements
- Good analytical, planning, facilitation and problem-solving skills
- Strong interpersonal and communication skills (both verbal and written)
- Strong technical competence and initiatives.
- Proficient in Microsoft Office Suite
- Pro-active, self-motivated and strong team player
- Able to work independently and be initiative.
- Able to read construction and M&E drawings and well versed in Building Maintenance Act
- Preferably Licensed Electrical Worker (LEW)

Remuneration will commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume latest by **29 July 2022**:

Human Resource  
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