

Operations Staff (Estate Management)

Provide operations support for smooth execution of work processes and ministries at the Methodist Church of the Incarnation (MCI).

RESPONSIBILITIES

1. Repairs / maintenance of premises.

Ensure timely sourcing of quotes and renewal of contracts for maintenance jobs.

Attend to minor repairs and improvement works promptly.

2. Overseeing work of maintenance Staff and Contractors

Schedule and monitor cleaning of Church premises, grass-cutting, air-con servicing etc

3. Maintaining the Schedule of Booking of premises / rooms

Updating the booking schedule for all requests for use of rooms.

Unlocking doors, arranging for the setup of equipment, tables, chairs and other items as requested by persons making the bookings.

Clearing and locking up rooms after use.

4. Other duties

Handling walk-in / telephone / email / mail enquiries when necessary.

Ensuring that enquiries made through the church office are attended to on a timely basis.

To accept any additional duties as requested by the Pastors or OA.

QUALIFICATIONS

1. Prior experience in facility management.
2. Able to handle minor improvement works will be an advantage.
3. A team player with interpersonal skill
4. Willing to take on new challenges

Please send your resumes or enquiries to chrisgoh@mci.org.sg. You can also post your resume to Methodist Church of the Incarnation, 31 Teck Whye Lane, Singapore 688798

Methodist Church of the Incarnation

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