

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:

## **ESTATE OFFICER**

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, pest control, landscape, printing devices, bulk printing services, paper supplies, traffic control and mail dispatch.
- Monitor vendors/contractors' daily activity, site progress, schedule and safety on site.
- Prepare lists of defects, monitor the progress of rectification works and ensure all the defects are satisfactorily rectified.
- Provide logistics support for events and functions.
- Opening of various venues and air-con.
- Conduct facilities inspection and consolidation of data.
- Perform any ad-hoc duties as assigned by your superior.

### **Requirements:**

- Preferred at least 2 years of relevant work experience in facilities management environment.
- Basic administrative and organizational skills
- Good analytical, planning, facilitation and problem-solving skills
- Strong interpersonal and communication skills
- Strong technical competence and initiatives.
- Pro-active, self-motivated and strong team player
- Able to work independently and be initiative.

Remuneration will commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume latest by **21 July 2023**:

Human Resource  
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