

OPEN VACANCY

Carpenter/All Around Maintenance Staff

The **German European School Manila (GESM)** is a recognized German School Abroad by the German Government and part of the European International School (EIS). The school caters for International as well as for Filipino families with an International (English) as well as a German section from kindergarten up to grade 12. GESM is looking for a Handyman / Carpenter / Maintenance Staff as from 1st of November 2021.

MAIN RESPONSIBILITIES (excerpt):

The Carpenter / All Around Maintenance Staff is responsible:

- Conducting routine inspections of premises and equipment
- Handling basic repairs and maintenance
- Overseeing contractors when professional repairs are necessary
- Installing new furniture
- Inspect and troubleshoot equipment and system
- Contributes to team effort by accomplishing related results as needed

Administrative

1. Assists in procurement of various maintenance materials and components needed
2. Provides monitoring reports
3. Maintains confidentiality
4. May be given roles in other projects/events
5. Other related functions as may be required for documentations and administration.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

The incumbent must have proficient knowledge and skills in the following areas:

- Ability to follow instructions from Head of Administration
- Knowledge of general carpentry and repairs
- Ability to read blueprints, part catalogs and manuals as necessary
- Skilled in the use of hand and power tools
- Strong organizational and follow up skills
- Professional presentation and attitude
- Work independently
- Multitask

EDUCATIONAL REQUIREMENTS AND RELEVANT EXPERIENCE

- Must possess at least High School Diploma, Vocational Diploma, Short Course Certificate, Bachelor's/ College Degree in any field
- At least 2 years of working experience in the related field is required for this position
- Preferably 1-4 years experienced employee specialized in Maintenance/Repair (Facilities/ machinery) or equivalent
- With oral and written communication skills
- Basic MS Office for reporting and email communication
- Work experience in a school environment is considered an advantage.

COMPENSATION AND BENEFITS

We offer an interesting position in a well-established school with a highly motivated Administration Team. Our compensation and benefits package are competitive and comparable with those of other international educational institutions in Manila.

HOW TO APPLY?

Kindly submit your letter of interest, résumé and salary expectations **until the 31st of October 2021**, by e-mail to Michelle Hombrobueno (mhombrobueno@gesm.org) or mail your application to:

German European School Manila,
75 Swaziland Street
Better Living Subdivision
Parañaque City, Metro Manila

