



សាថាប៉ាណា ធនាគារ
SATHAPANA BANK

Assistant, Building Facility Management

Based in Phnom Penh, Cambodia.

Responsibilities

- Support branches to fix issues pertaining water leaking, branding scratching (façade, phylon, lightbox, shop sight), color fading of the premises/buildings on time and cost-effective manner
- Oversee the fixing work, at the site if need, made by the contractors against the agreed Contract/PO before signing on the delivery reports
- Review and recommend improve performance and reliability of the contractors as well as quality of the fixing/replacement work before settle payment and/or hand over the final products/works to the concerned parties
- Record and track all issues, under scope of BFM, request from the branches, then liaise with the concerned staff within AMD to provide technical support or advice in order to solve those problems in a timely manner
- Assist line manager preparing technical specifications, SOW and other project documents before submitting to management for review and/or approval
- Coordinate with Procurement Unit to ensure that all Purchase Requests channeled through BFM being proceed following the SLA/plan
- Assist line manager in cost controlling, documents controlling, quality controlling and other duties as deems fit

Qualifications

- Bachelor's degree Construction Engineering, or other related fields
- At least 1 year of working experience in construction or maintenance, office decoration or similar scopes
- Knowledge of health and safety regulations for construction works
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>