

JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: www.phareps.org

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Assistant Facilities Manager** to be based in Battambang province.

Title: Assistant Facilities Manager

Direct Report to: Operation Manager

Employment type: Full-time, 40 hours/week

Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

Job Summary

Under the direct supervision of the Operation Manager, the Assistant Facility Manager is responsible for supporting the Operation Manager in overseeing general maintenance, managing budgets, preparing reports, and management of the facility's physical infrastructure, and overseeing the work of maintenance staff, ensuring the effective and efficient operation of the facility, and compliance with safety and security regulations.

Duties & Responsibilities

The Assistant Facility Manager is responsible for the following:

- Overseeing and managing the technical and maintenance staff, cleaners, and security guards' daily operations and making corrective and preventative maintenance relating to electrical and piping/plumbing systems.
- Conducting regular inspections of the facility to ensure safe conditions or to detect violations of procedures or safety rules and reporting any issues or necessary repairs.
- Ensuring all safety regulations and procedures are in place and followed at all times.
- Implementing and maintaining standard operating procedures for facility operations
- Maintaining and updating records for equipment, and supplies used in the facility.
- Requisition materials and supplies, such as equipment, replacement parts
- Planning, scheduling, and coordinating general maintenance, major repairs, and remodeling or construction projects for properties
- Coordinating and overseeing operations, maintenance, administration, and improvement of properties
- Checking malfunctioning equipment and ascertains corrective action required to restore to satisfactory operating condition
- Assisting in the development and management of the facility budget
- Maintaining records of maintenance, operating costs, and special permits issued
- Determining and certifying the eligibility of prospective vendors
- Facilitating communication between departments and ensuring a cohesive work environment
- Other duties as assigned by the Operation Manager

Qualifications Required:

- Bachelor's degree in facility management or related field, or equivalent work experience.
- Experience in managing a facility and a team of employees.
- Fluent in spoken and written English
- Result-oriented, positive attitude, initiatives.
- Strong work ethic.
- Patient and flexible
- Strong communication and interpersonal skills.
- Ability to establish and maintain professional relationships with staff and vendors.
- Strong organizational and problem-solving skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Knowledge of safety regulations and procedures.
- Proficiency with Microsoft Office and facilities management software.
- Must have a strong understanding of facilities management
- Demonstrated knowledge/competency in using new technologies, particularly software and apps, to increase efficiency required

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by **6:00PM of March 14, 2025**

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or vuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.