

**Date:** June 27th 2019

**Position:** Maintenance Manager

**Business Section:** Entertainment Resort

Ha Tien Vegas Company is an exciting entertainment resort which provides a hotel, restaurants and all kinds of games to customers. We are located at Prek Chak, Kampot province.

### **Job Purpose**

- Working under the supervision of the Director, the Maintenance Manager carries out technical work pertaining to Engineering operations.

### **Principal Accountabilities**

- Oversee, manage and direct all maintenance procedures and operations while reporting directly to the Director of Engineering.
- Ensure all machinery is up to working standards.
- Assess current maintenance work processes, to optimize efficiency.
- Manage proactively.
- Use data analysis to help prepare for and prevent future problems.
- Create and implement measures to minimize breakdowns and repairs (performing quality checks of all machinery, tools, equipment etc).
- Troubleshoot problem areas and create a clear plan of action for fixing necessary parts.
- Oversee repairs.
- Train new employees in maintenance work processes and procedures.
- Create a work environment with safety as a high priority.
- Perform evaluations of employees to ensure quality of work.
- Record and track daily progress/error reports including all meters.
- Maintain vendor relationships and order new materials as needed.
- Create and adhere to maintenance budgets.
- Enforce all health and safety rules and regulations according to company protocol.

### **Qualifications and Experiences**

- Bachelor's degree in business administration, management or related field preferred.
- 5+ years relevant experience in maintenance.
- Extensive knowledge in a variety of mechanical systems.
- Previous managerial experience highly preferred.
- Experience managing multiple vendors.
- Experience in Electrical and Mechanical Maintenance.
- Ability to consistently maintain positive client relationships.
- Can effectively and efficiently handle both administrative and mechanical responsibilities.
- Strong computer skills (Microsoft Suite) and a solid understanding of data analysis software.
- Experience with AUTOCAD and able to perform basic functions.

### **Salary & Benefits**

- Highly competitive salary and benefit provided by the Company.
- Visas and Work Permits provided by the Company.
- Food and accommodation provided by the company.
- Other benefits as directed by Executive Management

### **Location**

Prek Chak, Thkov Village, Kampong Trach District, Kampot Province, Kingdom of Cambodia.

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**Term:** Full-time