

Number: 60-ADM/2023/331

Date: 27.11.2023

**JOB OPPORTUNITY**

Evolve your career with State Trading Organization Plc.

Position Name	<b>Maintenance Assistant</b>
No. of Position	1
Worksite / Department	Head Office / Business Research and Property Management
Salary & Benefits	<ul style="list-style-type: none"> <li>Net Salary Range: MVR 13,000 - 14,500</li> <li>Overtime and extra working days allowance</li> <li>Health insurance will be provided after probation</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation systems maintenance</li> <li>Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, sockets, switches, and window glass</li> <li>Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets</li> <li>Maintain cleanliness and safe of tools, machinery and equipment used to perform the job</li> <li>Maintain inventory of maintenance and report needs to supervisor</li> <li>Respond to emergency calls for maintenance and repairs</li> <li>Comply with all safety and health regulations</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Completed Grade 10 OR Vocational training related to building repair and maintenance</li> <li>2 years of experience in building repair and maintenance</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>Able to work on odd hours</li> <li>Knowledge of HVAC, plumbing, electrical and carpentry</li> <li>Ability to stand or walk for extended periods of time</li> <li>Certification, knowledge, or hands-on experience in maintaining and repairing fire alarm panels and associated devices.</li> </ul>

Registration Number: C-186/2001

Deadline	03 <sup>rd</sup> December 2023, 1230hrs
How to Apply	Interested candidates please apply online through our job portal <a href="https://sto.mv/Career">https://sto.mv/Career</a> To process the application, we require necessary documents. You can contact us on 3344179