

TGE Management Services Ltd (TGEMS), a Syndic and Property Management Company based on the West Coast of Mauritius, is looking for a dynamic, energetic, highly-motivated and skilled candidate, on a **full-time basis**, for the following job:

## **MAINTENANCE MANAGER**

### **Duties and Responsibilities**

- Responsible for the efficient and effective operations, as well as the financial performance of the Maintenance Department.
- Assist with preparation of Maintenance and Improvement Plans.
- Conduct periodic inspections of facilities, assesses problems and needs and implement improvements in operations as appropriate.
- Develop processes/ procedures for works undertaken by the Maintenance Department – as and when requested.
- Implement regular stock taking and maintain controls in terms of adequate stock of materials and equipment.
- Prepare reports, analyse data and make recommendations for improving operations and solving maintenance related problems as outlined in the company policies and procedures.
- Prepare maintenance budget and forecast.
- Ensure a financial performance of the maintenance department by controlling/ monitoring the bottom line and growing the top line.
- Ensure appropriate control of work orders for corrective maintenance services and prompt invoicing upon completion of the work orders.
- Regularly assess workload and review staffing/equipment needs to adhere to contractual commitments of BPFM and TGEMS.
- Ensure that the maintenance technicians are adequately trained, equipped and motivated so that the maintenance program can be accomplished in a safe, timely and cost-effective manner.
- Establish planned preventive maintenance schedules for the properties in scope and in line with BPFM and TGEMS to ensure optimum functionality of plant, property and equipment.
- Plan, directs and supervises all maintenance activities, both in-house and outsourced for properties managed by BPFM and TGEMS to ensure optimum functionality of plant, property and equipment.
- Any other cognate duties as may be necessary in the circumstances and/or required by the employer.

### **Candidate Profile**

- Relevant Engineering degree or equivalent qualification such as facilities management or building services.
- At least 5 years of post-graduation experience OR 3 years of relevant experience in the field of facilities and/or maintenance management as a service provider.
- Valid driving license.
- Strong written and verbal communication with a positive, can-do attitude.
- Open to new ideas and adaptable to changing technology. Think out of the box.
- Ability to organise, coordinate and direct team activities.
- Ability to understand and follow oral and written instructions and provide clear instructions to maintenance workers.
- Ability to work under pressure as well as for demanding customers and be able to cope with tight deadlines.
- Ability to identify critical issues quickly and accurately, and take decisions accordingly.
- Excellent planning and organisation skills.
- Quality and cost conscious.

If you have the experience, the passion and you want to start your career at TGEMS, please send your CV and motivation letter by email, addressed to: **The Human Resources Department, TGE Management Services Ltd, Tamarin Bay 90992**  
E-mail: [hrTGEMS@medine.com](mailto:hrTGEMS@medine.com)

**Closing Date: 20<sup>th</sup> June 2017**

*The Management reserves the right to call only the best qualified candidates for the recruitment exercise, or not to make any appointment following this advertisement.*