

Maintenance Coordinator Jobs In Dubai UAE | Deluxe Holiday Homes

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Company: Deluxe Holiday Homes

Location: dubai

Category: other-general

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We are looking for an experienced Maintenance Coordinator to join our Operations Department who can oversee the day to day operations of the maintenance team.

Responsibilities:

Manage a team of maintenance technicians and contractors;

Evaluate maintenance requests, set priorities and process work assignments;

Assign maintenance tasks to workers, coordinate them, and ensure completion of work;

Maintain accurate records of all maintenance and repair work;

Coordinate with Community Management companies to ensure all permits/licenses are maintained;

Interact with the guests to schedule and re-schedule maintenance team's tasks;

Plans, organizes, directs and controls the day-to-day operations of the department;

Monitors lists of recurring works (such as preventive maintenance inspections/works, pest controls, etc);

Performs other similar duties as assigned.

Requirements:

Currently present in UAE;

Ability to work on shift-basis (day and evening shifts)

Previous experience as coordinator;

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