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Regulatory & Technical Writing Officer Jobs In Dubai UAE 2023 | GAC Group

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Company: GAC Group

Location: dubai

Category: other-general

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Description:

We are looking for a versatile and experienced technical officer to perform maintenance work at our facility. As a technical officer, your duties will include identifying and performing structural maintenance jobs, repairing equipment, and updating maintenance records. You may also be required to advise on maintenance and repair costs.

Responsibilities:

Preparing and following a general maintenance schedule.

Advising managers on cost-effective ways to perform maintenance and repairs.

Keeping a maintenance record and filing documents, invoices, and instruction manuals.

Keeping an inventory of maintenance tools, materials, and parts.

Reporting urgent maintenance and repair tasks to management for approval.

Proactively performing structural maintenance and keeping grounds neat.

Requirements:

High school diploma or GED.

Apprenticeship in a related field preferred.

Extensive experience in facility maintenance and repairs.

State-approved certification as a plumber or electrician would be advantageous.

Exceptional ability to prioritize and perform maintenance tasks and repairs.

Working knowledge of recordkeeping and preparing maintenance schedules.

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