

Soft Services Coordinator - RAK Properties PJSC

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Company: Qureos Inc

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Objective:

To organize and execute the works required within the purview of the designated area of the operations in order to ensure a smooth operation for all cleaning and landscaping service related works that will meet the complete satisfaction of clients, end users and Management.

Key Responsibilities:

1. Coordinate and control day to day operations for cleaning and landscaping of jobsites in Mina Al Arab and Julphar Towers under the instruction from the line manager or from the management.
2. Execute and follow the planned schedule for inspection of works to all cleaning and landscaping services done including infrastructure services within the assigned operational areas.
3. Prepare a day to day inspection allocation for all cleaning and landscaping services and to mark the locations that needs improvement which will in turn to be coordinated with the service provider supervisors and RAKP supervisors.
4. Prepare and submit daily inspection sheet to RAKP Line Manager for verification, approval, checking for further rectification and other improvement to be done as required.
5. Submit cleaning and landscaping progress summary report to RAKP Line Manager.

6. Assisting in the snagging works related of all cleaning and landscaping services as required with RAKP and service providers.
7. Site inspection to be carried out together with the service providers and instructing them that all cleaning and landscaping related works must meet RAKP Standards.
8. Liaise with clients, end users and service providers as required in the execution of cleaning and landscaping service related contracts requirement as stipulated in the agreement.
9. Ensures that the cleaning and landscaping services are followed by appointed / approved RAKP Service Providers and to check if they are complying to RAKP Standards.
10. Inspection of all cleaning and landscaping equipment's to be done for each end of the day and prior to start of work.
11. Ensures that health, safety and security matters are followed and necessary actions to be done as required.
12. To comply with the company's EHS&Q regulations.
13. Performs additional tasks assigned by the Line Manager or by the Department Head.
14. Ensure compliance with the company's policies , rules and procedures related to Health , Safety and Environmental Management.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Requisite Qualifications:

High School / Diploma Holder in Landscaping , Cleaning Operations and Management

Certificate Holder or of other similar qualification

Experience Requirement:

Graduate with 3-6 Years of Experience

Skill Sets:

1. Good knowledge about material cost and an ability to prepare estimates as required
2. Ability to interact with technical and non-technical personnel and possessing good English communication skills whether verbal or written
3. Computer literate and familiar with FM System software's
4. Ability to work quickly and under pressure
5. Good practical and technical skills that can work as part of the team
6. Hold a valid UAE driving license

7. Good knowledge in swimming pool cleaning, beach cleaning, facad cleaning, lights cleaning and road cleaning

Remarks:

Only Nepalese and Sri Lankan nationalities will be considered

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