



FACILITY OFFICER

ST. HILDA'S CHURCH

FACILITY OFFICER FOR ST. HILDA'S CHURCH

ST HILDA'S CHURCH is an Anglican Church under the Anglican Diocese of Singapore which runs 6 weekly services.

DUTIES & RESPONSIBILITIES

- Upkeep of the church buildings, grounds, and property
- Support the various ministries in terms of booking and access to venues, and logistics as per established protocol including weekly services, funeral, weddings and church events.
- Identify suitable contractors (the selection process will be in accordance to the governance processes of the church)
- Supervise the work of appointed contractor

Reports to the Vicar or any staff as designated by him and will receive directions for work from the chair-person of the Property & Maintenance Committee.

REQUIREMENTS

- Candidate must possess at least a Professional Certificate/NiTEC, ITE Engineering (Electrical/Electronic) or (Mechanical) Engineering or equivalent.
- At least 2 years of working experience in facilities operations and maintenance
- Familiar with building safety requirements, electrical & mechanical works
- Working knowledge of MS office such as outlook, word document, excel spreadsheet and powerpoint.
- Resourceful, Structured and detail-oriented
- Must be able to work on weekends and public holidays (when required).
- Team player with good interpersonal and communication skills.

Interested applicants should send their resume to vicar@sthildas.org.sg