**Job Title:** Engineering Coordinator

**Department:** Engineering

**Reports to:** Director of Engineering

**Position Level:** Supervisor (S)

***Position Overview***

The Engineering Coordinator is responsible for coordinating the necessary admin and materials for the department and to make sure the department contribute successfully and smoothly to support for best guest experience and quality of property assets. The job covers: maintain optimum stock of material including fuel, safe storing, receiving and delivering material, proper inventory and well coordination with stakeholders and doing admin job for engineering department as well.

***The Role***

* + - * Use Proper PPE (Personal Protective Equipment) and tools.
      * Always keep own cleanliness, safe and hygiene and do proper hand washing and sanitizing.
      * Follow company P&P (Policy and Procedure) on grooming and uniform usage.
      * Follow P&P of working in certain hazardous condition.
      * Follow certain SOP (Standard Operating Procedure) for a specific job.
      * Carry out admin works for engineering including internal and external coordination and communication
      * Manage material storing for engineering: arrange materials properly in a well-ventilated store for safe and easy operation and ensure inventories are well documented.
      * Do proper coding, tagging, bin card and counting for stock on hand, stock on order, material issued, minimum stock etc.
      * Conduct monthly inventory checking and ensure reports are well documented.
      * Initiate purchase request, follow up with purchasing for quotes and purchases according to the resort policy.
      * Ensure proper receiving of the materials, store and distribute according to the resort policy.
      * Ensure proper material movement or transferring in and out of engineering to other departments and also out from the property is in accordance to the set policies.
      * Conduct receiving of diesel and petrol fuel unloading together with finance and security in accordance to the resort policy.
      * Familiar and maintain good relation with vendor, supplier, workshop, contractor both local and abroad.
      * Take care of cleanliness and hygiene of store room including pest control.
      * Interim in charge for Admin Assistance during their absence.
      * Report to superior on the status of the jobs completed, update in computerized/online system/ log book.
      * Conduct a proper handover with colleague who is in charge for the job when absent in the resort or on leave.
      * Attend the trainings and courses arranged by company.
      * Attend daily briefings, weekly meetings, monthly meetings and any other regular meetings set by department and management.
      * Plan with supervisor for leave days and day in lieu.
      * Involve actively in fire life safety program and sustainability program.
      * To perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School in administration or related subject.
* Attended First Aid, CPR, firefighting training and trained in storekeeping works, admin works and material specification.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as engineering storekeeper.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office and Inventory Management software.
* Friendly and active.