



FACILITIES SUPPORT OFFICER

We are looking for a Port Moresby-based candidate with 1–2 years of experience in facilities support or maintenance to join our Facilities Team. This role reports to the Facilities Manager and plays a key role in supporting the day-to-day operations of the company's facilities. The Facilities Support Officer will assist with the maintenance of buildings and equipment, ensure compliance with health, safety, and environmental regulations, and help coordinate vendor services. The role involves supporting maintenance schedules, assisting with office operations, and ensuring facilities always meet the company's operational and compliance requirements.

This job offers a competitive remuneration and benefits for the ideal candidate.

Roles and responsibilities include:

- Assist with routine maintenance tasks (plumbing, carpentry, electrical) and ensure equipment is operational
- Support with vehicle maintenance, track service schedules, and ensure vehicles are roadworthy
- Help coordinate leases for staff accommodation, prepare rooms for new arrivals, and conduct inspections
- Support communication with vendors, contractors, and internal teams to ensure smooth operations
- Assist in maintaining quality standards and following procedures to ensure effective facilities management
- Provide administrative support, prepare reports, and maintain records
- Help ensure facilities activities comply with safety standards, policies, and legal requirements

Key requirements, qualifications and skills needed for the role are:

- 1+ year of experience in facilities, maintenance, or administrative support
- Diploma or CERT I, II Building or Electrical certification
- Basic knowledge of property maintenance and repairs
- Strong communication and organizational skills
- Proficiency in Microsoft Office
- Ability to work independently and as part of a team
- A valid driver's license is **Required**

Title	Owner	Issued	Version	Last Review	Next Review
External Job Advertisement Internal Auditor POM	HR Manager	14/11/2023	1.0	TBA	TBA

How to Apply

Please provide to us a resume, referees from your former employers, a valid police clearance certificate and a cover letter addressing the above key criteria and your motivation to pursue an opportunity that may lead to a rewarding career. Applications can be addressed to:

The Recruitment Officer
Remington Group
PO Box 101
Port Moresby
National Capital District

We encourage emailed applications to be sent to hr@remington.com.pg with the position you are applying for and your official name as the subject. *E.g., Support Officer Application - June Dirky*

Application deadline is on **1st December, 2024**. Due to the overwhelming number of applications, we receive daily, only shortlisted applicants will be contacted for an interview.

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