

## JOB POSTING TEMPLATE

**Date:** 2020

**Function:** Finance & Accounting

**Job title:** Contractor, Property Management

**Manager title:** Associate Manager, Finance & Accounting

**Job purpose**

Office maintenance, support to set up offices.

**Major accountabilities**

Support to survey, design layouts offices	10
Support to prepare the BOQ for bidding	10
Support to supervise set up offices	20
Office maintenance (including office equipment, furniture, ME...)	40
Support to asset count of quarterly, yearly	10
Other tasks as assigned	10

**Specialized knowledge**

- Time management skills
- Autocad drawing

**Problem solving**

- Strong problem solving is required

**Education and experience**

- Graduated from technical University/ College
- Had been experience 1 year

**Communication scope**

**Management scope**

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0

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### Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):