



POSITION DESCRIPTION

POSITION TITLE: Brand Maintenance Coordinator/K3050

DEPARTMENT: Retail UAE

CLASSIFICATION APPROVED BY: HR

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Regional Sales Manager

POSITIONS SUPERVISED: 0-6

POSITION PURPOSE:

- To conduct preventive maintenance for UAE shops in coordination with Area Sales Managers
- To conduct maintenance for all UAE shops in coordination with Area Sales Managers with SMART schedules covering all shops
- Sourcing & manufacturing of materials that have same specifications as per brand set standards
- To liaise with PMG for any materials that are only manufactured at KOJ workshop
- To give input on saving cost on any jobs to be carried out be it a facelift or renovation to the brand director and VM Manager
- To supervise & report all maintenance works done to the Regional Sales Manager
- To give input on solutions to fittings & supervise the making of samples if necessary
- To provide a full solution of hanging systems for the UW in stock rooms
- To provide space management solutions in stock rooms
- To maintain shops in high standards at all times
- To rectify any jobs that need small intervention from maintenance team
- To supervise any changes in the layout & communicate with PMG team for approval & execution
- Negotiate prices & source the materials at the lowest costs possible after checking more than a supplier
- To react to emergency works as fast as possible in order to guarantee that shops are operating at normal & without any delay
- To maintain company assets safely
- To secure safety for the maintenance team by providing necessary materials & outfits
- To secure safety for store front line & customers by working within the time frame set by mall managements

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- To have full information and expertise on materials, suppliers & jobs to be carried
- Hire & develop a professional team that would work independently & meet the business shops standards



PERSONAL CHARACTERISTICS:

- Organized
- Reliable
- Trustworthy
- Efficient
- Flexible
- Good communicator
- Strong at Multi tasking
- Confident
- Excellent English skills (Reading, writing and listening); Arabic also an advantage
- Team player

PERFORMANCE MEASUREMENTS

- To maintain high standards for all UAE shops at the lowest cost possible while maintaining brand standards from fittings, materials & decoration

QUALIFICATIONS\REQUIREMENTS:

- At least 10 years experience in the field
- Knowledge about all works: carpentry, glass, gypsum, electricity, AC, tiles, ceiling works...

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

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|--------------------------------------|----|
| • Problem Solving | -2 |
| • Shops defects focus | -2 |
| • Integrity and Trust | -2 |
| • Strategic Thinking | -2 |
| • Priority Setting & Time Management | -2 |
| • Developing Others | -2 |
| • Interpersonal Skills | -3 |
| • Valuing Diversity | -3 |
| • Creativity | -3 |

Department Head:

Employee: