



POSITION DESCRIPTION

POSITION TITLE: Retail Maintenance Coordinator/K4080

DEPARTMENT: Retail UAE

CLASSIFICATION APPROVED BY: HR

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Regional Sales Manager

POSITIONS SUPERVISED: 0-6

POSITION PURPOSE:

- 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 Nayomi 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 Nayomi UAE shops at the lowest cost possible while maintaining brand standards from fittings, materials & decoration

QUALIFICATIONS\REQUIREMENTS:

- At least 5 years experience in the field
- Knowledge about all works: carpentry, glass, gypsum, electricity, AC, tiles, ceiling works...

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

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

Department Head:

Employee: