

Job Ad for Maintenance Staff

Alliance Française de Manille (AFM)

Alliance Française de Manille, a non-stock organization established in 1920, is dedicated to the promotion of French language and culture within the Philippines. As one of the oldest foreign cultural institutions in Manila, we are currently seeking a dynamic and professional Academic Assistant to support the logistics of French classes and exams at Alliance Française de Manille (AFM) and partnerships with universities and companies and to supervise its reception team.

Key Responsibilities

The Maintenance Staff is responsible for the essential upkeep of the Alliance Française de Manille facilities, covering general maintenance, cleanliness, and administrative support. Main duties include:

- Handles technical systems, including electrical, audiovisual sound systems, and basic IT-related infrastructure support.
- Maintains the overall cleanliness of the building, both inside and outside, and the specific assigned area on a monthly basis.
- Performs minor maintenance of machinery, equipment, furniture, and fixtures as needed.
- Reports all major and minor repairs by preparing notes of repair for submission to the Head of Maintenance.
- Supports the Head of Maintenance in the ingress and egress of artworks during exhibitions.
- Manages delivery and mailing requirements for various organizational units.
- Supports various units with administrative matters.
- Performs other functions as deemed necessary.

Qualifications

- **Education and Experience:** High school diploma or equivalent required; vocational certification or training in a relevant trade (e.g., plumbing, electrical, carpentry) is a plus. Minimum of 2 years of proven experience in maintenance, janitorial, or general repair work.
- **Technical Skills:** Basic hands-on knowledge of general repair procedures, including minor plumbing, electrical, and equipment maintenance. Ability to use common hand and power tools.

- **Soft Skills:** Strong sense of responsibility, attention to detail regarding cleanliness and safety, and good verbal communication skills for reporting repairs and coordinating with staff.
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Work Arrangements & Benefits

- **Location:** Onsite at Makati.
 - **Schedule:** The standard schedule is a 40-hour, five-day work week, subject to necessary modifications to accommodate scheduled organizational events.
 - **Compensation:** Salary is commensurate with the applicant's skills and experience, and will be discussed further during the hiring process.
 - **Leave Benefits:** 15 days of vacation leave and 15 days of sick leave per year of service.
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How to Apply

Prospective applicants are requested to submit their **CV or Resume** and a formal **Cover Letter** to the HR and Admin Manager, Mr. John Julius VALIENTE, via email to:

recruitment@alliance.ph

[IMPORTANT] The successful candidate is expected to start as soon as possible. Only shortlisted candidates will be contacted.