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JAC Recruitment Indonesia

PR/123991 | Facility Supervisor

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1607813

Industry

Retail

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:03

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Requirements:

- Bachelor's degree in Mechanical Engineering, Electrical Engineering or a related field.
- Minimum 2-3 years of experience in related field. (Having experience as a Quantity Surveyor is an advantage).
- Proficient in Microsoft Office applications, particularly in Excel.
- Familiarity with AutoCAD will be an advantage.
- Strong capabilities in data analysis.
- Good understanding of building engineering systems, including MEP (Mechanical, Electrical and Plumbing) systems and related regulations.
- Able to conduct site inspections when required.
- Strong attention to detail and commitment to maintaining high standards of safety, quality and operational excellence.
- Excellent verbal and written communication skills in English.
- Able to work under pressure and meet tight deadlines.
- Willing to work on weekends, public holidays, and overtime when necessary.
- Willing to travel and visit mall locations as required

Job Description:

- Assist in developing, standardizing, and improving facility reporting systems, reporting formats, databases, and reporting methodologies across all malls.
 - Collect, validate and analyze operational data from all shopping centers relating to utility consumption, energy-saving performance, fire prevention activities, environmental compliance and mall cleanliness.
 - Support the Facility Management HQ in the development, revision, and implementation of Facilities SOPs, guidelines, standards, and operational manuals.
 - Coordinate with Mall Facilities teams to ensure consistency in reporting standards, operational implementation, and compliance with company policies.
 - Prepare reports, analyses, and presentation materials requested by Facility Management HQ.
- Perform other facility-related duties assigned by Facility Management HQ

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Company Description