

# Job Description – NUMed Malaysia Sdn Bhd

## Handyman NUMed Malaysia

### Main Purpose

To perform a wide range of trade-related tasks involving upkeep, inspection, maintenance, and repair works. This includes identifying repair needs, responding to maintenance requests from clients, and carrying out servicing and maintenance of university facilities and equipment.

### Main Duties and Responsibilities

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This role includes but is not limited to the following tasks/duties:

1. Perform routine maintenance and minor repair tasks throughout the campus to ensure facilities remain safe, functional, and in good working condition.
2. Check, inspect, and carry out minor building maintenance works including carpentry, plumbing, painting and masonry tasks as well as the installation and adjustment of fittings, fixtures, locks, hinges, ceiling tiles and partitions.
3. Inspect roofs, walls, doors and windows and perform minor rectification works to maintain their condition and prevent deterioration.
4. Assist in classroom and event setups by arranging and relocating furniture, tables, chairs, and partitions, and provide logistical support including material delivery and equipment handling for campus activities.
5. Support preventive maintenance programmes and assist technical personnel or vendors during servicing and rectification works to ensure timely task completion.
6. Assist in carrying out routine maintenance and Health & Safety inspection works to ensure compliance with university policies and regulatory requirements.
7. Assist the Facilities Manager in coordinating maintenance activities, monitoring facility conditions, and identifying areas that require attention or improvement.
8. Maintain workplace safety by adhering to all safety procedures, reporting potential hazards promptly, and ensuring tools and work areas are kept in proper condition.
9. Maintain simple work records and assist in documenting maintenance activities for tracking, reporting, and continuous improvement purposes.

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## Person Specification

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	<b>Qualifications</b>	<b>Essential or Desirable (E or D)</b>
1	High school graduate, a certificate in trade school or equivalent work experience	E
2	Diploma/ Certification / Competent in Wiring / SKM Level 1 & 2	E
<b>Knowledge, Skills and Experience</b>		
1	Minimum 2 years experience in Mechanical & Electrical, ACMV system & Building Upkeep	E
2	Ability to work with hardware tools and power/electrical equipment	E
3	Good command of English and Malay (written& spoken)	E
4	Computer skills. Able to use Microsoft 365.	D
5	Experience in some carpentry and civil work.	E
6	Skillful hands, good physical stamina and strong technical knowledge	E
<b>Attributes and Behaviours</b>		
1	Ensures that all activities are completed on time	E
2	Detail-orientated with an aptitude for problem-solving.	E
3	Recognises urgency and takes decisive action when required	E
4	Keeps an open mind to alternative ways of doing things	E
5	Punctual and reliable	E

<b>HR Office Use Only</b>	
SAP Position Number:	
Grade:	
Effective Date:	29/04/2026