



Job Title: Maintenance Assistant	Reports to: Operations Supervisor
Location: Dublin South	Job Type: Full time Permanent

Job Summary:

We are currently seeking an energetic and highly motivated individual to join our team as a Maintenance Assistant. The ideal candidate for this position is detail-oriented, flexible and willing to take on tasks and special projects as the need arises. The Maintenance Assistant will be responsible for repairs, replacing items, re-decoration, and performing other duties appropriate to the post as assigned by the Operations Supervisor (or Griffith Halls of Residence Manager).

Job Responsibilities:

- Diagnose and resolve issues as per the standard operating procedures (S.O.P.s) and under the instruction of the Supervisor e.g. replace light bulbs, minor maintenance in apartments
- Perform scheduled building maintenance duties e.g. preventive maintenance painting, replace carpet tiles, tiling
- Conduct inventory process and photo imaging of apartments
- Report on the status of completed and work in progress tasks
- Comply with all health and safety regulations
- Ensure a high level of customer service and professionalism at all times

Minimum Education/ Experience Requirements:

- Basic knowledge of general maintenance is essential. Additional training will be provided.
- Comfortable in the use of common tools (including hand & electrical tools)
- The ability to manage your own workload and be self-motivated while working alone or in a small team.
- Computer literate e.g. (MS office - Outlook ,Excel and Word)
- Must be legally entitled to work full time in Ireland
- Have a good command of the English Language

About Griffith Halls of Residence

Griffith Halls of Residence (GHR) is situated in the Griffith College campus, Dublin 8. GHR consists of two buildings, 183 apartments, 20 corridors, 8 stairwells, 8 lifts, underground car parking for 170+ cars and landscaped grounds. GHR provides accommodation for 662 students. There are two main seasons; the Academic Year (September-June) and Summer (June-August). The majority of the renovations are carried out during the summer months.

Click the link for more information: <http://www.ghr.ie/>

About Griffith College



Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.