

PROPERTY DEVELOPMENT LIMITED

(A Subsidiary of Bank of Ceylon)

Property Development Limited is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fulfill the following Vacancies.

DEPUTY MAINTENANCE MANAGER

The Job is to assist the Deputy Chief Executive Officer in carrying out Operation & Maintenance and renovation/ upgrading projects in the Building.

Your Credential should be:

- Be a Chartered Civil Engineer holding B.Sc Engineering Degree or equivalent qualification from a recognized University/Institution.
- Has 10 years' experience after graduation and has a minimum of 04 years experience after obtaining charter qualification.
- Experience in preparation of Bidding documents, Contract documents, Project Management, Contract Administration and Building Maintenance etc.
- Age below 45 years.
- Sound communication skills both in English and Sinhala
- Post graduate qualifications is an added advantage

MAINTENANCE ENGINEER (ELECTRICAL)

Responsibilities:

- Carrying out maintenance activities related to Medium Voltage (MV), Low Voltage (LV), and Extra-Low Voltage (ELV) distribution systems, standby generators, public address systems, UPS systems, CCTV systems, etc.
- Troubleshooting and diagnosing faults in electrical systems to ensure timely rectification
- Assisting in carrying out preventive maintenance works of electrical systems
- Ensure all electrical work complies with relevant safety standards and regulations.
- Assisting in implementing special upgrading/modernization projects.
- Technical communication of activities relating to the facilities and maintenance with the relevant parties

Your Credential should be:

- B.Sc. Degree specialized in Electrical Engineering or equivalent qualification in Electrical Engineering.
- Prior experience in Maintenance of Central Air-Conditioning Systems, exposure in tender and procurement procedures, labour laws, cost control and budgeting will be an added advantage.
- Age below 45 years with minimum 4 years post-qualifying experience, out of which 2 - 3 years experience in the relevant field in a reputed Organization.
- Sound communication skills both in English and Sinhala
- Post graduate qualifications is an added advantage

ENGINEERING ASSISTANT (ELECTRICAL)

Responsibilities:

- Carrying out maintenance activities related to Medium Voltage (MV), Low Voltage (LV), and Extra-Low Voltage (ELV) distribution systems, standby generators, public address systems, UPS systems, CCTV systems, etc.
- Troubleshooting and diagnosing faults in electrical systems to ensure timely rectification
- Assisting in carrying out preventive maintenance works of electrical systems
- Ensure all electrical work complies with relevant safety standards and regulations.
- Assisting in implementing special upgrading/modernization projects.
- Technical communication of activities relating to the facilities and maintenance with the relevant parties

Your Credential should be:

- NDT/ HNDE/NDES or equivalent qualification in the field of Electrical Engineering with a minimum 04 years work experience in a reputed organization.
- Prior experience in Facilities and Maintenance Systems in high-rise buildings will be an added advantage.
- Experience in MS Office package and knowledge in AutoCAD, etc.
- Age below 45 years
- Sound communication skills both in English and Sinhala

An attractive and negotiable remuneration with other fringe benefits will be offered based on qualifications and experience of the applicants.

Please forward a complete resume with two non-related referees along with supporting documents by email to allofficevacancies@gmail.com or by registered post indicating the position applied for on the top left hand corner of the envelope / subject line in the e-mail to reach the following address within 14 days.

Manager - Human Resources and Administration
Property Development Limited
Floor 19, Bank of Ceylon Headquarters Building
“BOC Square”
No. 01, Bank of Ceylon Mawatha, Colombo 01.