



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Chiang Mai, Thailand is seeking an ambitious

Handy Man

Starting date of position – Immediately

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth, and young adults for sustainable development.

Our Administration Team needs your support to perform various office maintenance tasks, including vehicle maintenance carpentry, plumbing, electrical work, painting, and air conditioning system maintenance.

Your duties and responsibilities include but are not limited to:

- Perform office maintenance, including such as replacing light bulbs, fixing office equipment, plumbing, and other tasks assigned by line manager
- Carry out routine landscaping, gardening, and cleaning of public areas inside the office premises
- Repair housekeeping equipment and office kitchen appliances
- Maintain and clean the storage room when required
- Prepare the meeting room as requested
- Regularly refill water dispensers
- Assist in organizing office and off-site parties and events
- Assist with car maintenance, car cleaning, and car tax for all office vehicles
- Deliver letters and parcels to the post office and other postal services
- Procure office equipment for maintenance and replacement purposes
- Undertake additional duties as assigned, including emergency tasks

We are seeking for someone who meets the following criteria:

Work experience:

- Proven experience as a handyman

Soft skills:

- Excellent organisational skills and problem solving skills
- Attention to detail and passion to grow professionally
- Effective communication skills

Hard skills:

- Experience with hardware tools and electrical equipment
- Basic understanding of electrical and plumbing systems

Language Skills:

- Thai speaking
- English speaking is an advantage.

Travel requirements:

- Ability to drive manual car and motorcycle.

What we offer:

- A full time position in Chiang Mai, Thailand with an unlimited contract
- A multicultural working environment with more than 14 nationalities
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The final salary will be decided according to the remuneration policy after the selection process, and based on the relevant work experience plus other monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, and two references) to logan@childsdream.org.

The application deadline is **21st July 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.