

Asia Society Career Opportunity

Location: New York

Position: Maintenance Associate (Grade 2) Code 1820

Purpose:

To maintain the offices and public areas in the finest and cleanest condition. Assist Associate Facilities Director to run all events smoothly.

Responsibilities:

- Maintain office floors, public areas, and all restrooms clean and in orderly condition.
- Strip, wax, and buff floors using power equipment.
- Assist Operating Engineer on mechanical work.
- Changing air filters on fan coils.
- Greasing pumps and clean pits.
- Take inventories of supplies and maintain stock rooms in good conditions.
- Move and rearrange office furniture as needed.
- Operate elevators if needed.
- Review Events Forms, set up required furniture and check BMS program for A/C equipment for required spaces.
- Work with Security on any emergency building evacuation.
- Other duties as assigned.

Qualifications:

- High School Diploma.
- One to two years' experience with building mechanical equipment and housekeeping.
- Experience with power machines.
- Dependable, hardworking, motivated, honest and flexible with working hours.
- NYC Fire Guard certification preferred.
- Ability to read and write English.

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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**Professional and Results-Oriented:**

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action

Collaboration and Teamwork:

- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)

How To Apply:

Please email your cover letter, resume, and salary requirements to buildingjobs@asiasociety.org. Indicate job title and reference code 1820 in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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