

TECHNICAL ADVISOR

General description:

Technical Advisor is responsible for the day-to-day maintenance of the AAU space, revisions and eventual borrowed car. The main task of the Technical Advisor is to provide assistance to other departments, such as the transport of things, the conversion of tables and chairs to conferences and other tasks that are needed.

The Technical Advisor is reporting to the Facilities and Operations Manager.

Responsibilities:

- If necessary, drive a rental vehicle
- Provide moving services in case of need
- Manual help in the library (moving items) if necessary
- Ensure the move of furniture in the classrooms on the basis of the Facilities and Operations Manager (conferences, courses, and other AAU events)
- Check both buildings (Letenská 1 and Letenská 5) twice a week and report all known deficiencies to the Facilities and Operations Manager
- Ensure small repairs of the AAU equipment, or actively participate in their removal
- Provide occasional supplies and purchases (refreshments, office supplies, etc.)
- Ensure the transport of marketing department at fairs, exhibitions, PR events, etc.
- Ensure that replacement water barrels will be available next each water fountain
- Order water barrels when needed
- Fulfill the obligations of preventive fire protection - ie. especially to check the behavior of employees and all persons, warn about the possible hazards and risks that could cause a fire, indicate workplaces and other places with safety signs, orders, prohibitions and instructions, the preventive section and report any deficiencies to the Facilities and Operations Manager, then supervise the removal of these deficiencies
- At the end of each month, perform water, gas and electricity readings and report the results to the firm
- Check and possibly arrange the furniture in Student Lounge 2.01 and 2.02 to the original state on daily basis
- Communication with Prague 1 district, etc., according to documentation for building Letenská 120/5
- Communication with partner companies
- Supervision of the performance of all obligations arising from the warranty and post-guarantee contracts
- Knowledge of all documentation for the Letenská 5 building and the related revision monitoring

- Control of the air conditioning and heating via Tronic system
- Other activities according to instructions of the Facilities and Operations Manager

Profile:

- Personality strongly focused on detail, responsible and communicative
- Ability to effectively organize work activities
- Responsibility and reliability
- Excellent organizational skills
- Precision
- High ethical standards and credibility when working with sensitive data
- Ability to work with people from different cultural backgrounds
- English – basic
- Knowledge of Czech language is a must

We offer:

- Multicultural, international environment
- Possibility of personal development (taking university courses free of charge)
- Friendly staff and colleagues
- One-hour lunch break included in the eight-hour daily working time
- 5 weeks of paid vacation per year
- 5 sick days per year

Salary:

- CZK 23,000 - 25,000 gross per month – depends on experience.

Interested candidates should send their CV and a cover letter, including one reference contact, to lucie.kacovska@aauni.edu. The reviews of the applications and interviews will start after November 23, 2020 and will continue until the position is filled. It is expected that the selected candidate will assume the position from January 2021 or by agreement.

The contract will be concluded for one year; in case of satisfaction and good financial results of the university, the contract may be prolonged indefinitely.

For more information about the University, visit the website of Anglo-American University.