JOB VACANCY

Site Services Specialist

Directorate : ***Corporate Affairs Directorate***

Reporting to : ***Facilities Services Supervisor***

Work Location : ***Site Office - Luwuk***

Job Responsibilities

- Conduct and execute daily operational activities and inspections across facilities services areas (e.g., camp, canteen, clinic, mosque, laundry, recreation) to ensure continuous functionality, cleanliness, and service readiness.
- Handle and follow up on service requests, complaints, and occupancy needs (e.g., room readiness, lost items, broken amenities) from employees or other stakeholders.
- Perform regular monitoring, documentation, and reporting related to facility usage, occupancy, service performance, and issues log.
- Coordinate and monitor contractor/vendor performance for services such as cleaning, pest control, laundry, and catering to ensure service quality and compliance, aligning with the scope of work, agreed-upon deliverables, and company policies.
- Perform and/or coordinate improvement and infrastructure projects related to facility enhancement, layout changes, and service delivery innovation.
- Conduct routine stock counts and inventory control for facilities-related items, such as linen, cleaning tools, amenities, and consumables, to prevent shortages or losses.
- Support the procurement process through preparation of service or item specifications, coordination for direct purchase or tender proposal, and technical evaluation.

Job Qualifications

- Minimum diploma degree in any discipline
- Minimum (7) seven years of experience in facilities management area

***Specific Conditions:**
Permanent with three (3) months of probation.

*Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to **recruitment@dslng.com** and put the vacancy code "**Position Name**" as the email Subject (not more than 2MB).*

DSLNG will maintain confidentiality of information from the applicants. Please note that DSLNG never solicits any charge from the candidates during the recruitment process and is not responsible for charges that are not requested by the company. The entire selection process is based on the results of the competency tests and will be conducted in a transparent and objective manner.

Only candidate(s) who meet the criteria will be contacted.

LOWONGAN KARIR

Site Services Specialist

Direktorat : ***Corporate Affairs Directorate***
Melapor kepada : ***Facilities Services Supervisor***
Lokasi kerja : ***Site Office - Luwuk***

Tanggung Jawab Pekerjaan

- Melaksanakan aktivitas operasional harian dan inspeksi pada area layanan fasilitas (misalnya: camp, kantin, klinik, masjid, *laundry*, rekreasi) untuk memastikan fungsi berjalan terus-menerus, kebersihan terjaga, serta kesiapan layanan.
- Menangani dan menindaklanjuti permintaan layanan, keluhan, serta kebutuhan hunian (misalnya: kesiapan kamar, barang hilang, fasilitas rusak) dari karyawan maupun pemangku kepentingan lainnya.
- Melakukan pemantauan rutin, dokumentasi, serta pelaporan terkait penggunaan fasilitas, tingkat hunian, kinerja layanan, dan catatan permasalahan.
- Mengkoordinasikan dan memantau kinerja kontraktor/vendor untuk layanan seperti kebersihan, pengendalian hama, laundry, dan katering guna memastikan kualitas layanan dan kepatuhan sesuai dengan lingkup pekerjaan, deliverables yang disepakati, serta kebijakan perusahaan.
- Melaksanakan dan/atau mengoordinasikan proyek perbaikan dan infrastruktur terkait peningkatan fasilitas, perubahan tata ruang, serta inovasi penyampaian layanan.
- Melakukan stock opname rutin dan pengendalian inventaris untuk barang-barang terkait fasilitas seperti linen, peralatan kebersihan, perlengkapan kamar, dan bahan habis pakai untuk mencegah kekurangan maupun kehilangan.
- Mendukung proses pengadaan melalui penyusunan spesifikasi layanan atau barang, koordinasi pembelian langsung atau proposal tender, serta evaluasi teknis.

Kualifikasi Pekerjaan

- Pendidikan minimal diploma pada bidang apa pun.
- Memiliki pengalaman kerja minimal (7) tujuh tahun di bidang manajemen fasilitas.

***Kondisi Spesifik:**
Permanen dengan tiga (3) bulan masa percobaan.

Silakan kirimkan surat lamaran lengkap, CV, foto terbaru, jumlah remunerasi saat ini, dan harapan remunerasi Anda ke ***recruitment@dslng.com*** *dengan mencantumkan kode posisi* ***"Nama Posisi"*** *sebagai Subject email (ukuran file tidak lebih dari 2MB).*

DSLNG akan menjaga kerahasiaan informasi dari pelamar. Harap diperhatikan bahwa DSLNG tidak memungut biaya apapun terhadap kandidat-kandidat dalam proses rekrutmen ini dan tidak bertanggung jawab atas pungutan yang diminta oleh bukan perusahaan. Seluruh proses seleksi didasarkan pada hasil uji kompetensi dan akan dilakukan secara transparan dan obyektif.

Hanya kandidat yang memenuhi kriteria yang akan dihubungi.