



**POSITION:** Housing Technical Assistant  
**CAMPUS/DIVISION:** School-Wide/Human Resources Office  
**REPORTS TO:** HR - Housing Manager  
**JOB OPENING:** 16 August to 02 September 2022

**PURPOSE:**

Under the supervision of the HR – Housing Manager, the Housing Technical Assistant will support all the housing administration processes, including, but not limited to the housing related payment, lease agreement documents, Household Help (HHH) recruitment and other housing related activities.

**QUALIFICATIONS AND EXPERIENCES**

1. Minimum a bachelor's degree in Business Management, Civil Engineering, or related field from an accredited institution
2. Minimum of 1-year experience in a similar position
3. Strong computer skills (including managing a webpage or intranet) and comfortable using any system available
4. Excellent communication skills in English and Bahasa Indonesia (verbal and written)
5. Ability to communicate effectively between all levels and function within/or outside the organization
6. Self-motivated and strong commitment to continuous improvement
7. Interest to involve in a construction or renovation project as required
8. Able to work independently, outside working hours, and during the weekend
9. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

1. Handle all Housing department's administration, including:
  - Filing (Physical and Electronic) for leased-house and owned houses documents
  - Owned House historically and chronologically filing
  - Transport Arrangement for housing and facilities team
  - Scheduling:
    - AC Maintenance
    - Fogging
    - Water Filter Maintenance
  - Distribution of withholding tax slip for the landlord
2. Handle all payments, including:
  - Payment order/purchase requisition for all housing expenses
  - Monthly Utilities (Electricity, Water, and Compound Fee) Bills Payment
    - Electricity (post-paid)
    - Electricity (pre-paid)
    - Electricity Usage Report
  - Monthly Community Contribution
    - Anggrek
    - Terogong Townhouse



- Sinking Fund for Hampton Apartment (every three months)
  - Compound Fee for the Alea Townhouse & Flamboyant townhouse (every three months)
  - Puri Bintaro community contribution (every six months)
  - Checking Inventory at Warehouse (every six months)
  - Faculty Jaga Allowance reimbursement (yearly)
3. Handle housing inventory, including:
    - Inventory Filing and checking
    - Purchasing Furniture, Appliances, and Welcome Kit for New Faculty
  4. Housing digital database - cooperate with the IT department.
  5. Manage all Housing master lists, including:
    - Internet subscription
    - Landline numbers
    - Electricity ID number
    - City Water list
    - HHH Roster
  6. Handle HHH recruitment, including:
    - Selection of HHH candidates
    - Scheduling HHH interview with Housing Manager and new faculty
  7. Handle Housing Lease Agreement including:
    - LoI (Letter of Intent) producing and distribution
    - Lease Agreement production and distribution
    - Lease Payment receipt distribution
  8. Takes notes and details to track Housing Project development or update and creates a timeline based on Housing needs (to support the Housing Manager to ensure that project can be delivered on time within the stipulated scope of work and budget)
  9. Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
  10. Performs other related duties and assumes other responsibilities as assigned from the HR Director and HR – Housing Manager including and not limited to other projects when deemed necessary.

**TO APPLY**

Interested qualified candidate, please send your cover letter, resume, and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).