KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Facilities Executive with 3D Graphic Designing

Job type Full time, fixed term

Start date Earliest convenience

Apply by 15 January 2026

Salary We offer a highly competitive remuneration package which includes:

- Comprehensive private medical insurance
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Facilities Executive with 3D Graphic Designing supports the Head of Facilities Management in ensuring high standards of customer service are maintained. The Facilities Executive with 3D Graphic Designing shall be focused on developing facilities development layout plans/ 3D drawings to obtain Head of Facilities Management's approval. Additionally, this role provides a supportive role in the administration aspect of the department deliverables, primarily on housekeeping services.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

Facilities Projects

Facilities Project Drafting/Planning:

- To prepare layout plan drawings using an appropriate software for all planned renovation, construction and improvement projects within the school;
- To prepare 3D drawings to reflect planned projects and obtain approvals from stakeholders;
- To prepare an estimated Bill of Quantity for projects budgeting and tendering purposes.

Facilities Management

Customer Service:

- To follow up with customers on 'closed' job cards to gauge levels of satisfaction and to provide up-to-date reports on customers satisfaction to the Head of Facilities Management;
- Work closely with Department Executive/Supervisors to identify room for improvement in service deliverables (especially on recurring facilities issues) and plan/recommend improvement strategy to the Head of Facilities Management;
- To be the liaison person for event management.

Administration and Reporting:

- To support Head of Facilities Management in establishing Standard Operating Procedures (SOP) for all service deliverables within the purview of Facilities Management;
- To ensure there are no lapses on statutory renewals and compliance;
- Other reporting requirement specified by Head of Facilities Management, as and when required;

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- To undertake a regular stock-take of consumables and tools.

Housekeeping Services:

- To support department supervisor/assistant supervisors in various aspects of resource management such as leave application, overtime claim, etc;
- To prepare reports related to housekeeping service deliverables and consumables on a monthly basis;
- To identify rooms for improvement in service deliverables;
- To liaise with suppliers and contractors on various matters to ensure quality of services procured are never compromised.

Personal characteristics:

- High level of integrity;
- Pays attention to details;
- Creative in preparing project layouts and 3D drawings;
- Passionate about delivering the best customer experience and service;
- Possesses a systematic approach to work; ability to work well under time pressure;
- Strong PC literacy in MS Office (ie. MS Excel, Word, Outlook, PowerPoint etc.) and Google Documents; enthusiastic and open to using new IT applications and peripherals;
- Displays enthusiasm and initiative – highly motivated and able to work independently;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

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About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

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