



IJN COLLEGE

We are looking for suitable and qualified candidate for the following position:

WARDEN (CONTRACT) IJN COLLEGE SDN. BHD.

Responsible on the safety and security of hostel and students. Monitor and ensure students are adhere with the hostel regulation and to help whenever needed. To schedule and conduct daily check, spot check and to record activities and report incidences. To participate during hostel registration and allocation of units.

Responsibilities

- To look after student's welfare at hostel inclusive response during emergency involving students and to assist and send sick students to clinic or hospital.
- To performs daily check, sport check and report any breach of hostel rules or misbehaviors.
- To assist in preparation for student accommodation inclusive room allocation, access cards and keys distribution for students etc. and hostel registration.
- To record and report for complaints, damages of hostel and repair required.
- To supervise for upkeep and maintain cleanliness of hostel.
- To monitor usage of utilities bills every month and to forward to administration for payment.

Requirements

- Diploma in Business Administration / Office Management or equivalent.
- Posses good communication skills and interpersonal skills.
- Preferably candidate with working experience as warden.

Closing Date

4th October 2022

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**