



**FILMS &  
THEATRES**

**EAP FILMS & THEATRES LIMITED** is the market leader in the Sri Lankan Film Industry providing an outstanding entertainment platform for film-goers. As a truly strong company we manage and operate 45 modern cinemas under the circuit and possess the best theaters in the Island which includes Savoy, Savoy Premier, Cinemax, Wilmax and Concord etc.

## MAINTENANCE EXECUTIVE

EAP FILMS & THEATRES LIMITED is further expanding its scale of operations. The support function is being strengthened to facilitate business expansion. Applications are now invited from energetic, result oriented young persons, who wish to develop a career with us.

### **Responsibilities**

- ✓ Planning and undertaking scheduled maintenance.
- ✓ Responding to breakdowns on time.
- ✓ Diagnosing faults and take necessary precautions.
- ✓ All documentation related to maintenance.
- ✓ Repairing machines, tools & equipment.
- ✓ Supervision of technical staff.
- ✓ Managing maintenance budgets.
- ✓ Maintaining statistical and financial records relevant to maintenance.
- ✓ Ensuring compliance with health and safety legislation.
- ✓ Creating maintenance procedures.
- ✓ Managing stocks of machines, tools and equipment.

### **Requirements & Qualifications**

- ✓ Proven experience as Maintenance Executive.
- ✓ Diploma in NCT/NVQ or equivalent Professional Qualification.
- ✓ 3 Years' experience in Building maintenance will be an added advantage.
- ✓ Experience in planning/ scheduling maintenance operations.
- ✓ Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- ✓ Working knowledge of facilities, machines, tools & equipment.
- ✓ Ability to keep track records.
- ✓ Experience in documentation and writing skills.
- ✓ Excellent communication and interpersonal skills.
- ✓ Outstanding organizing and leadership abilities.

***Attractive remuneration package will be provided depending on the qualification and experience.***

Please forward your complete CV with two non-related referees within 14 days of this advertisement and mention the post applying in the subject line or on the top left hand corner of the envelop.

**The Manager - Human Resources**

EAP Films & Theatres Limited, No 12, Savoy Building, Wellawatta

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