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the ARMADA LIFE

We are  
**HIRING!**



ASIA PACIFIC  
PROPERTY  
AWARDS

in association with



AWARD  
WINNER

2019-2020

Armada Properties Sdn Bhd is a subsidiary of Darussalam Assets Sdn Bhd. We are in the real estate business offering a distinctive lifestyle with excellent service in property and facilities management.



Armada Properties Sdn Bhd is a leading real estate company that strives to contribute to Brunei Darussalam's economy. As part of our growth and transformation, we are looking for motivated and dynamic Brunei Citizens and Permanent Residents to be on this journey with us. We want to welcome you home and be part of our growing talent pool in the following vacancies:

1. PROPERTY MANAGER / EXECUTIVE
2. M & E (AIRCON) SUPERVISOR
3. MARKETING EXECUTIVE / ASSISTANT EXECUTIVE
4. MULTIMEDIA EXECUTIVE/ ASSISTANT EXECUTIVE
5. FINANCIAL REPORTING & CONTROL LEAD
6. BUSINESS ANALYST
7. PURCHASING SPECIALIST

To find out more about the job requirements, please visit our website at  
[www.armada.com.bn/career/](http://www.armada.com.bn/career/)

Interested candidates can obtain the Employment Application Form from Armada Properties office at the address below or download from our website. Candidates are to complete the form with full personal details, academic qualifications and experience together with the required documents, and submit to our office or email below: -

Human Resources & Administration Department  
Armada Properties Sdn Bhd  
Simpang 90, Jalan Dang Kumala,  
Kampung Perumahan Rimba, BE 3119  
Brunei Darussalam  
Email: [hra@armada.com.bn](mailto:hra@armada.com.bn)

Closing date 21<sup>st</sup> January 2021 at 4:00 pm

ONLY SHORLISTED CANDIDATES WILL BE NOTIFIED

AGO/RC/6803/06





## 1. PROPERTY MANAGER / EXECUTIVE

To oversee the operations and maintenance of buildings or estates. To ensure maintenance activities upholds the estates' environment well being and to facilitate tenants' needs. This includes supervising mechanical and electric, plumbing and building works across estates and also project management.

Requirements:

- Minimum Degree in Construction, Mechanical Engineering, Building Services Engineering or related disciplines.
- Minimum 3 years experience in operations and maintenance of building and residential estates.
- Strong technical expertise in inspection of wide spectrum of refurbishments, repairs, warranties, and monitoring compliance and regulations.
- Able to manage multiple contractors to resolve property management issues.
- Able to make decision with strong leadership and negotiation skills.
- Good analytical skills and problem-solving skills.
- Customer service oriented.
- Excellent communication skills in both written and verbal communication to coordinate with team and contractors.

## 2. M & E (AIRCON) SUPERVISOR

To oversee the maintenance and repair of air-conditioning systems and units in buildings or estates. Job scope include maintenance and repair schedule management, assessment of issues, recommending solutions, costs and budget management.

Requirements:

- Minimum HND or equivalent in Mechanical or Electrical Engineering.
- Minimum 3 years experience in related field.
- Excellent interpersonal and communication skills.
- Proven ability to work independently and lead a team.
- Technical knowledge in building, materials and estimations is a requirement.
- Strong troubleshooting and problem-solving skills.



### 3. MARKETING EXECUTIVE/ASSISTANT EXECUTIVE

Part of the Sales and Marketing Team and responsible for the sales function. Job scope includes customers acquisition, providing solution to customers, converting enquiries into confirmed sales and customer relationship management. To also undertake sales support activities such as documentations and event management.

Requirements:

- A positive, confident and proactive individual who can work with high levels of enthusiasm;
- A go getter with an attitude to outperform and deliver results;
- Good interpersonal and communication skills. Proficiency in multiple languages is an advantage;
- Previous working experience in sales and marketing is required;
- Bachelor's degree or HND in Business or related discipline.

### 4. MULTIMEDIA EXECUTIVE/ASSISTANT EXECUTIVE

To create and manage marketing content. Job scope includes content writing, publish posts across all social media platform, market research and support marketing events.

Requirements:

- Bachelor's degree or HND in Marketing, Communication, Business Administration or related field;
- Skills in Adobe photo and video editing software is an advantage;
- Flexibility in working outside of normal work hours;
- Proficient in multiple social media and analytics;
- Great interpersonal and communication skills;
- Experience in similar role is required.



## 5. FINANCIAL REPORTING & CONTROL LEAD

To manage monthly financial closing processes and prepare financial reports. Job scope include account reconciliations, analysis, cost management, managing Fixed Assets Register and Inventories Management. To also manage financial controls and improve processes.

Requirements:

- Degree holder in Accountancy;
- Minimum of 3-5 years of working experiences in Financial reporting;
- Professional accounting qualification in ACCA, CPA will be added advantage.
- Proficient in using financial systems and software
- Good understanding of International Financial Reporting Standards.

## 6. BUSINESS ANALYST

To conduct market and financial analysis as well as supporting strategic initiatives such as business process re-engineering, supply chain management review and digital transformation. To also collaborate with various functions of the organization for continuous business improvement.

Requirements:

- Minimum Bachelor's Degree in Finance/Accounting, Business Management or related disciplines.
- Minimum 2 years of related experience.
- Experienced in financial analysis, supply chain management and/or strategic planning.
- Strong commercial acumen and analytical skills
- Ability to delve into details & processes, developing and monitoring data quality metrics to ensure business data and reporting needs are met.
- Good communication skills and proficient in using financial/analytical systems.



## 7. PURCHASING SPECIALIST

Responsible for managing the Procurement function and leading the procurement team. Job scope includes sourcing, negotiating and purchase of goods and services. It includes preparing procurement documentation, evaluation, analysis and supply chain management.

### Requirements:

- Minimum 3 years experience in supply chain management including procurement;
- Excellent communication, interpersonal, analytical and negotiation skills;
- Resourceful, self-driven, proactive and independent individual;
- Able to work under stress in a fast-paced environment;
- Proven ability to work independently and leading/mentoring a team;
- Bachelor's degree in Procurement and Supply, Business Management, Quantity Surveying and similar field.

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