

TECHNICAL EXECUTIVE

The Colombo Young Men's Buddhist Association (YMBA) is seeking a dynamic young person to perform duties as the Technical Executive.

Responsibilities:

- Property Maintenance Management - Plan, schedule, and supervise preventive and corrective maintenance of buildings and facilities
- Inspection and Quality Assurance, and conduct regular property inspections
- Procurement, Vendor and Contractor Management
- Ensure Health, Safety, and Compliance
- Budgeting and Cost Control on maintenance, upgrades and new constructions
- Tenant Support and Issue Resolution
- Asset Improvement and Upgrades, recommend and implement renovations, refurbishments, and technical upgrades
- Documentation and Reporting on maintenance, upgrades and new constructions
- Emergency Response Management and attend to emergency repairs and breakdowns
- Maintenance of inventories
- Any other duties and responsibilities entrusted by the Association

Qualifications:

- Degree or Technical qualification not below NVQ level 6 or equivalent from a University/ recognized Technical Institute
- Proven experience in a similar position
- Strong organizational and problem-solving skills
- Ability to manage multiple tasks and meet deadlines
- Good communication and teamwork skills
- Fluency in English and Sinhala
- Profound IT Literacy

Salary: Negotiable

Interested candidates are invited to submit their applications with a detailed CV, including contact details of two non-related referees to reach us by 3rd April 2026.

Address:

Deputy General Manager,
Colombo YMBA,
No.70, D.S. Senanayake Mawatha, Colombo 08.

Email: admin@colomboymba.com

Contact: 011 269 5786 / 011 268 2398 / 011 269 8083

Mention the position in your email/letter.

