



Role Description: Operations Assistant

Starting date: 02 May 2025

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary restoration and placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanisation, we want to make sure cities are places with identity and that they are liveable, inclusive and sustainable. That is why we specialise in preserving heritage, improving public space, and organising activities that connect people to places.

Founded in early 2017, our office brings together skills in research, participatory design, restoration & construction, and cultural programming. Key to our approach are building owners and residents, with whom we work together closely in making explicit the value and potential of existing historical, cultural, social and natural assets in the city. Owners and residents are the central agents in our design processes in order to ensure local ownership and impact.

Vision: Together, we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: We preserve heritage, improve public space and organise activities that connect people with places, employing our user-centred and participatory heritage-led placemaking approach. In doing this, we aim to inspire and enable people to participate in shaping their city.

Principles: The principles which inform and shape our work help us select and shape projects, making sure we select and design them so that we achieve our desired impacts. These principles are: Participatory, Asset-based, Inclusive, Environmentally Sustainable, Financially Sustainable and Contributing to the Livelihoods.

Doh Eain Holding (DEH), registered in Singapore, is the parent company, and Doh Eain Limited is the locally registered company under DICA. We work with social investors, clients and donors on a variety of revenue-generating and non-profit projects.

Values: The following staff values are what we seek from all Doh Eain staff. We believe they are the most important values for staff to be successful at their work at Doh Eain, and to help Doh Eain achieve its mission. They are the values we look for in people when we recruit, that we help grow through management, learning and development, encourage Doh Eain staff to consistently display in their work, and hold staff accountable against.

- Courageous
- Resourceful
- Accountability
- Always learning
- Professional

Key Responsibilities

- Assist in overseeing day-to-day property operations, ensuring properties are well-maintained and meet quality standards.
- Coordinate and supervise property maintenance tasks, repairs, and renovations as needed.
- Conduct regular property inspections to identify and address maintenance issues promptly.
- Maintain accurate records of property maintenance activities and ensure compliance with safety regulations.
- Coordinate with service providers, vendors, and contractors for property and office related services and repairs.
- Monitor service contracts and ensure service delivery meets established standards.
- Procure supplies and materials necessary for property maintenance and operations.
- Manage office maintenance and utility such as water, electricity, generator etc.

Key Skills:

- Ability to engage with all levels of employees, and other stakeholders
- Strong understanding of property and office management procedures.
- Effective communication skills with service providers, and stakeholders at all levels
- Strong coordination and organizational skills, with a proactive approach to issue resolution
- Familiarity with safety regulations and compliance standards related to facilities and utilities

Key Qualifications and Required Experience:

- Bachelor's degree or university
- Minimum 2 years of experience in property and office management
- Proficiency in Microsoft Office Suite and Google Workspace
- Knowledge of procurement processes and maintenance scheduling

Doh Eain Staff Values:

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What do we offer:

This is an opportunity to work in a dynamic, interdisciplinary, and innovative organisation and share in our vision to make Yangon Asia's most livable urban place – environmentally, economically, socially and culturally. We will also be looking at other cities in Myanmar soon, and possibly across borders. We work in a collaborative, team-oriented environment with opportunities to work on a wide variety of projects and topic areas, both individually and on project teams. Doh Eain is an equal opportunities employer and actively seeks to employ and retain a diverse, inclusive workforce. We will accommodate special needs that any staff may require. There will be many opportunities for on the job training and participation in external training.

Terms of Employment:

- Fulltime
- Salaried
- One year contract (Extendable)

Application

Please send your CV and cover letter to talent@doheain.com by **April 22, 2025**.