

VACANCY

Republic Bank (Suriname) N.V. has a tradition of excellence in Customer Satisfaction, Employee Engagement and Social Responsibility. With this goal in mind, our Premises & Operational Risk Department is looking for an enthusiastic, driven and goal oriented

PREMISES ASSISTANT

Objective:

To assist in day to day, quarterly and monthly general coordination of the maintenance and operations of the bank's premises and grounds. Furthermore supporting the premises manager and premises technician with their overall duties in the maintenance and development of the bank premises. Carrying out the duties of the post with adherence to the RBSR's policies and shared values to ensure the quality of the workplace and environment.

Key responsibilities:

- Communication: Candidate must be able to communicate effectively with all level of management and support staff on a daily basis.
- Scheduled Site Inspections: Assist in conducting mandatory and routine inspections of the bank premises and equipment and other operational issues.
- Utilities & Systems Monitoring: Regularly monitoring utility connections, performing checks and tests ensuring essential systems (e.g. generators and AC units) are properly functioning.
- Maintenance Coordination: Serving as the secondary point of contact for service contractors, branches and Units (e.g. cleaning and minor repairs) and ensuring work is completed accurately and on schedule.
- Documentation & Reporting: Maintaining a digital log of all property conditions, inspection reports, repair documentation, and providing a weekly summary report.
- Contractor Management: Oversee and escort external contractors (electricians, cleaners, HVAC technicians) while they are on site, ensuring they adhere to safety protocols and complete work to the required standards.
- Repairs: The Premises Assistant is responsible for the execution of minor project works and repairs within the organization.

General Qualifications/ Experience:

- Required professional education is NATIN with specialty in construction and some knowledge of electrical engineering.
- 3 year of experience in similar position.
- Willing to work in overtime, including Saturdays and Sundays, to complete daily scheduled tasks by contractors and the Premises Technician.

Critical Skills

- Basic ICT skills and a good knowledge of the applications MS Word, Excel and Outlook.
- A good understanding of the English language verbally and in writing.
- Communicative qualities and a flexible approach to work.
- General handyman skills.
- The ability to work under pressure, prioritize, organize and is time conscious.
- Ideally knowledge of one or more of machines/power tools.
- Driving License and able to travel far distances.

Applications must be scanned along with a copy of your resume and submitted via e-mail to: RBSR-HRS@republicbanksr.com by January 22, 2026.

