

# **Plan Heaven Limited**

## **Maintenance Planner**

### **Christchurch**

Plan Heaven helps property owners with establish and maintain their long-term maintenance plans. At this time our only customers are bodies corporate, the groups of owners that govern apartment and townhouse complexes.

We welcome applications from people who believe they have the skills to act as a maintenance planner. The tasks include carrying out a site visit, determining what future maintenance should be carried out on the building elements, infrastructure and common property and writing it up into a long-term maintenance plan.

This positions would suit any person who has a depth of knowledge in construction or buildings, along with good report writing skills. While Plan Heaven has strict criteria regarding the layout, content and quality of their reports, full training and ongoing support will be provided. The plans are built in the company's cloud based app using the templates provided.

This is an independent contractor role where the successful applicant would need to be set up and sufficiently self managed and disciplined to successfully work from home. Apart from the site visit and inspection associated with each plan, the hours are very flexible and would suit a person who has other commitments to work around.

This Christchurch based position will commence around the end of January 2019 and the successful applicant will be able to take on as much work as they feel comfortable with, subject to how much work the company has on its books at any time.

For further information go to our website at [planheaven.co.nz](http://planheaven.co.nz) and download the job description and application form.

Applications close 30 November 2018.