

Post = Property Manager.

Experience = 2 to 7 years.

Job Description =

1. To work as a single point of on site to deal with day to day operation & to ensure operating performance prospect are constantly met.
2. Responsible for managing the overall operations covering Security, Janitorial, Cafeteria, Maintenance, Gardening Front Desk etc.
3. Taking care of any issue like for Forest department & other compliance.
4. Managing customer centric operations & ensuring customer satisfaction by achieving delivery & service quality norms.
5. Engaged in the expansion of office infrastructure entailing selection of vendors and handling the office purchase. Assist in finalize scope of work, coverage & timings for all AMCs.
6. Developing long-term partnerships with local suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
7. Handling the process of Documentation and Payments which includes rent, utility etc.
8. Ensuring effective maintenance of large sized facilities including Infrastructure, Building.
9. Ensuring maintenance of UPS system, HVACs Plant, D.G, CCTV etc.
10. Maintenance of office equipment's like Xerox, Fax, Computers, Printers, Telephone Instruments etc.
11. Ensure that Company's Environment, Health, Safety, Security standards are met.
12. To co-ordinate with project manager for handover and smooth transfer.
13. To maintain proper records of Architectural & MEP drawings.
14. Raised the HVAC Invoice and disbursement to member.