

Role : **Assistant Manager-Facilities**
Department : **Facility**
Qualification : **Graduate**
Experience : **5 years**

Broad Responsibility

You will be responsible for the day-to-day and long-term maintenance of the school and staff housing, under the direction and in coordination with the School Operations Manager. The candidate will have a passion for environmental sustainability and support drive this throughout the school operations.

Principal Responsibility:

- Coordinate all building maintenance issues ensuring that safety and security systems are in place and maintained and water, sanitization and electrical systems are safe and meet relevant regulations
- Assess the current condition of electrical, air conditioning, plumbing and other essential facilities and equipment, ensuring regular maintenance and service schedules are followed. Liaise with procurement team to consolidate all annual maintenance contracts and maintain the expected quality from all suppliers.
- Supervise day to day operations of the allocated staff & student accommodation facility ensuring that residents' welfare is maintained at all times and that all legal, HSE and related polices are adhered to thereby providing a safe and secure environment for the residents.
- Be on call for staff and campus emergencies.
- Receive all repair and maintenance requests from staff related to the hostel building, staff housing and campus facilities in general. Prioritize and coordinate work schedules to a high level of efficiency and customer satisfaction.
- To support the admin team, advise disposal of unused assets in a timely manner and in line with the assets disposal policy.
- Ensure all equipment is maintained, conduct inspection and drills, ensure compliance with codes and regulations and train all employees to ensure a safe environment
- Initiate effort and energy beyond the typical work day, where the tasks require additional commitment.
- You will keep HOD informed about all sensitive areas and take advice from them from time to time.
- You will make all arrangements for all events and keep proper vigil during the events happening in the institute.

- You will maintain proper liaison with and fire fighting equipment servicing agencies, Housekeeping Agencies to ensure smooth functioning.
- Liaison with agent as & when required for Lease accommodation facilities for faculty / guest / students.
- Ensuring that facilities meet government regulations and environmental, health and security standards; Overseeing building projects, renovations or refurbishment.
- Responsible for inspecting, maintaining and repairing mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results
- Looking after regular AMC of Air conditioning & Lifts, Security agencies & contractor services
- All the payments related to Facility Management and general day to day expenses will be scrutinised by you before forwarding it to the Accounts Department for payment.
- All purchases will be made as per the guidelines and based on quotations, duly approved by the management. In case of an emergency any equipment/material purchased will be regularised by obtaining approval from the authority; Managing budgets and ensuring cost-effectiveness
- Ensuring timely payment clearance of electricity, telephones and Offices and other government agencies on regular basis.
- You will be responsible for full support during admission processes such as GD/PI and MDP sessions related activities.
- Responsible to handle institute's annual day / seminar or conference. Coordinate for all necessary backend activity to run an event smoothly & successfully.
- You will have proper liaison with medical practitioner and hospital for any emergencies arising out of the sickness for students, Staff and Faculties. There should be proper First Aid Box available with security and Admin Office.
- To provide necessary support for projects, related to activities and repairs, renovation and new construction being carried out at campus.

- Regular follow up for the work being done by the contractor during project work will be supervised by you and report to management & HOD in timely manner.
- You will make all necessary arrangements for all meetings taking place at the campus along with necessary arrangements for lunch, refreshments etc.
- You will be assigned any other additional job responsibilities which may arise in future as per the needs of the institute.
- Other responsibilities may be added as and when required during the course of the year.