

## Assistant Facility Manager (Pharma Exp Mandatory)

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Company: Sodexo India

Location: Hyderabad

Category: other-general

**Position Title:** Asst. Facility Manager

**Reports To:** Site Director

**Location:** Hyderabad

**R o l e D e s c r i p t i o n:**

Responsible for the overall administration and all services provided by Sodexo at the client's premises

Preferred Pharma Experience Candidates

### **Key Responsibilities**

- Act as liaison between the Client's representative and Sodexo
- Coordinate and schedule projects with the Facility Manager
- Work with outside vendors and contractors, as required
- Direct all facility personnel to assist in day-to-day operations and project completion
- Daily inspection of premises for cleanliness and hygiene and take corrective actions as and when required
- On-time submission of monthly requisition of cleaning/disposable materials, uniform, stationary and cash. These requisitions should be done on prescribed formats.
- Responsible for training and replacement of the staff
- Apply and follow the contractual obligations, policies and procedures.
- Establish and maintain cordial relationship with the Client.
- Maintain a safe environment for all facility, employees, visitors and staff



**Employment type** Full-time

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