

Manager - Administration & Facilities

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Company: Ascendion

Location: India

Category: other-general

Designation: Admin & Facilities Manager

Experience range: 8-10 years.

Shift timing: 6:00 PM to 3 AM (US shift)

Location: Vadodara, Gujarat

Website:

Responsibilities:

Develop and implement workplace solutions to optimize business & employee efficiency, collaboration & productivity.

Plan, organize, direct the and control the work activities of the team members in order to provide prompt and efficient services to internal customers.

Ensure a healthy and hygienic operation of cafeteria through identified vendors.

Manage procurement, upkeep, maintenance, and efficient running of a fleet of vehicles.

Evaluate support services, identify needs, anticipate problems, and develop corrective action plans.

Analyze and put in place required systems for services like security, safety, housekeeping, preventive maintenance, pantry operations, office stationery, and parking management.

Formulate emergency evacuation procedures & handle crisis management as well as business continuity plans.

Conduct facility audits as per the checklists and ensure that work is completed as per requirement.

Act as an active member of the team responsible for arrangements for annual events, conferences, seminars, and other events of the company organized from time to time.

Update MIS of the Administration team and day-to-day maintenance of data

Maintain Standards and Inventories of fixed and capital assets.

Oversee the inventory of housekeeping inventory (spares, stores, consumables and ensure that required stock is always maintained at the facility.

Keep a record on Invoice procedure and payment process.

Track AMC (Annual Maintenance Contracts) records and coordinate with the concerned vendors to complete the task.

Ensure all contractual agreements (AMCs) with the vendors are available and renewed periodically.

Prepare rosters, clubbing of vehicles, preparing vehicle compliance report etc.

Partner with the Procurement Team in Vendor Management (arranging monthly / quarterly meeting / reviews with vendor for feedback and the services provided)

Liaise with building facilities staff / office landlords, Municipal Authorities, Local Police and other local Govt. Agencies as per requirement.

Skills Required:

8-10 years of experience in Admin & Facility Management, preferably in administration function in a mid to large size ITES or Professional Services organization

Experience in managing facilities for sites which includes space management, cafeteria operation, transport, procurement, technical & soft services, and real estate operation.

Excellent verbal and written communication skills

Excellent stakeholder management skills

Excellent interpersonal, negotiation and conflict resolution skills

Strong organizational skills

Excellent time management skills with a proven ability to work in a high-pressure environment.

A balance between strategic and operational focus

Ability to act with integrity & professionalism.

Should have sound knowledge of MS Office and proven ability to manage daily activities using various IT tools & systems.

Basic knowledge of electrical systems, fire systems, water supply & drainage systems and office security/surveillance systems is desirable.

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