

Job Function: State Admin Manager- Administration & Facilities

Department- Administration & Facilities

Sub Department - Branch Facilities

Designation- Deputy Manager to Manager- II

Reporting to – Zonal Admin Manager- Administration & Facilities

Profile Summary

This Position will be required to handle administration & facilities function of PFL branch offices in a state/ Region depending on geography. He /She will be responsible for day-to-day admin & facilities operations for his base branch, in addition, he/she will be responsible for coordinating & overseeing the admin operations for other branches in his/her assigned state/region.

The principal accountabilities for this role are described as follows:

1 Facility Management

- (a) Co-ordinate with the respective Branch Operations Personnel and oversee General Administration & Facility Management function of branch office which includes - Housekeeping, Hygiene & Sanitation, pest-control, Security/safety/fire, electricity, Wastage Disposal, Inventory management, R&M etc.
- (b) Ensure general utilities functionality such as Inverter, UPS, HVAC, DG etc.
- (c) Identification & rectification of Repairs & Maintenance issues in the branch. Ensure proper servicing of office equipment and utilities as per the AMC schedule wherever applicable.
- (d) Sourcing of new premises, conduct of preliminary technical assessment and coordination with the business team. Fit out local co-ordination and completion of handover facilities.
- (e) To carry out branch visit/ connects at routine interval & ensure the upkeep of branch facilities.

2. Contract Manpower Management

Managing of Contract Staff - office boys, housekeeping staff, pantry boys & Security Staff. conduct routine/refresher training for them along with necessary compliance.

3. Invoice & Vendor Management

- (a) Ensure processing & settlement of invoices as per internal process within TAT.

- (b) Maintaining invoice tracker and payment sheet & provide necessary inputs for preparation of budget.
- (c) Ensure GST reconciliation & NDC compliance by vendors.
- (d) Maintain the details of the all the vendors engaged for services. Arrangement of quotes for finalization of rate contracts & AMC services.

4. Space Management & Asset tagging

- (a) Ensure updated list of office employees and workstation allotted to respective departments.
- (b) Ensure timely tagging, verification of admin assets & reconciliation with centralized FAR.

5. Supplies Management

- (a) Tie-up with local / Central vendors for supply of essential items such as drinking water, Tea/ Coffee etc.
- (b) Ensure stationery & consumables (HK & Pantry) is maintained at the optimal level and to perform regular checks on the quality of service and products at branches.

6. Emergency Management

- (a) Maintain contact details of nearest Hospitals, Police stations, Fire stations and Doctors on call.
- (b) Update Emergency Response Team (ERT) of branches in respective state.
- (c) Ensure optimum deployment of fire safety equipment's and its necessary maintenance.

7. Petty Cash Expenses

Timely submission of petty cash expenses & settlement of expenses.

8. Event Management

Coordinate and provide necessary support to business team for smooth conduct of event at local level.

9. Compliance Management

- (a) Display and maintenance of branch compliances.

- (b) Provide necessary support for conducting branch audit & provide data samples for RCM.
- (c) Ensure timely registration of leave & license agreement/ lease agreement.
- (d) Ensure timely applications/ renewals of applicable licenses or certificates for branch functioning.

Qualifications and Experience:

Qualifications/ Education – Bachelor's Degree in any discipline.

Career Experience – Minimum 5-8 Years exposure in Facilities Management of Branch Offices in BFSI sector will be preferred.

Skills/List of Attributes

1. Working knowledge of Microsoft Word, Excel, PowerPoint
2. Good Communication Skills
3. Collaborative