

## **Lead - Head Office Facilities**

**Department-** Administration & Facilities

**Sub Department** - Central Functions- Administration & Facilities- Head Office

**Designation/ Grade-** GM to AVP

**Reporting to** – Vertical Head- Central Functions & Infra

### **Profile Summary-**

Seeking a highly proactive, experienced & responsible person at the level of Lead- Admin & Facility Operations at \_\_\_\_\_. The person at this position will lead efforts in managing and optimizing workplace facilities and administrative functions at Corporate Office/ Head Office.

### **Job Responsibilities-**

- 1. Facility Management-** Oversee all day-to-day operations of office facilities, ensuring safe, clean, and conducive work environment. Oversee all the aspects of facility operations including maintenance, security (physical & electronic), and safety protocols. Manage the landscape for office premises.
- 2. Utilities Operations-** Generate an annual maintenance calendar for all the utilities & equipment in office. Finalization of terms & conditions and issuance of AMC to vendors. Maintenance of all office equipment including periodic preventive maintenance. Conduct periodic audit of facilities, find out the opportunities to save on energy costs. Carry out changes in the existing setup- minor alterations & modifications. Advise senior management on future maintenance also plan for CAPEX for both refurbishment/replacement of assets.
- 3. Budgeting & Cost Management-** Invoice management & preparation of Annual Budget. Monitoring of Budgetary expenses on monthly basis, Variance Analysis of Budget vs. Actual Expenses. Identify cost optimization opportunities for respective services. Routine coordination with vendors for competitive rates. Consolidation of MIS of various offices & monitor the spend management. Asset Management- Tagging of new assets/ reconciliation of FAR/ Disposal of assets.
- 4. Vendor Management-** Share the inputs/ define SOW related to the vendor services and support to Centralized Procurement Team in technical assessment of vendor services during onboarding activity. Evaluate vendor performance regularly and address any issues or concerns.
- 5. Space Management-** Take timely stock of space availability Vs. Recruitment projections from HR to anticipate the future requirements. Plan new purchases/ renewal of lease properties to fulfil the business requirements. Co-ordinate shifting activities within the office.
- 6. Travel & Accommodation-** Work closely with Travel Lead for arranging the travel for employees, arrangement of local travel & logistics arrangement. Monitor and evaluate the quality of company paid guest house.

- 7. Event Planning-** Plan and execute company events, meeting, and conference at Corporate Office/ Head Office. Ensure smooth logistics and positive participant experience. Collaborate with the cross functional teams to support various internal and external events.
- 8. Cafeteria Management/ Pantry Services-** Ensure effective food menu planning & Cafeteria/ Pantry Management in office. Evaluate varied cost factors to determine F & B pricing. Ensure food quality and service delivery standards.
- 9. Health & Safety-** Implement and enforce health and safety protocols, ensuring compliance with the regulations and company policies. Collaborate with relevant stakeholders to develop and conduct emergency response drills.
- 10. Compliance & Regulations-** Ensure compliance with the local, state and government related to facilities and administration. Stay informed about industry best practices and emerging trends. Identify exposures to business threat/ local events, recommend and develop corrective plan as appropriate.
- 11. Audit -** Provide requisite documents / information to ensure successful conduct of audit. Analyze audit findings and employee feedback data to identify gaps. Implement action plans for mitigating risks/ gaps identified.
- 12. Landscape Management-** Manage the landscape for office premise, procurement of plants/trees. Oversee on time plantation & maintenance.
- 13. Mail/ Dispatch Services-** Manage complete mail/dispatch services. Maintain records of mails/packages received and sent.
- 14. Stationary services -** Manage stationary services (requisition, desk delivery and inventory for all office supplies) Maintain inventory and stores for admin related supplies.

**Qualifications/ Education –** Bachelor's degree in any discipline. Certification in Facility Management would be an added advantage.

**Career Experience –** Minimum 10+ Years exposure in Facilities Management of Corporate Offices/ HO will be preferred.

**Skills/List of Attributes :**

1. Result Orientation with Execution skills
2. Negotiation Skills.
3. Communication & Interpersonal Skills.
4. Decision Making.
5. Stakeholder Management