

## **Job Function: Zonal Admin Manager- Administration & Facilities**

**Department-** Administration & Facilities

**Sub Department -** Branch Facilities

**Designation-** Chief Manager/ General Manager

**Reporting to** – Vertical Head- Branch Facilities.

### **Profile Summary**

This Position will be required to handle Administration & Facilities functions of PFL branch offices in a Zone. The incumbent will be responsible for supervisory controls, reviews, cost controls, BCP, safety & security of Admin & facilities operations.

### **The roles & responsibilities -**

#### **1. Facility Management**

- (a) Responsible for General Administration & Facility Management function of branch office in his/ her respective zone which includes - Housekeeping, Hygiene & Sanitation, Pest-control, Security/safety/fire, Commercial viability, Waste Disposal, Upkeep of Assets, Inventory management, Horticulture etc.
- (b) Plan AMC, Preventive maintenance for essential equipment Inverter, UPS, HVAC, Electricity supply etc.
- (c) Meticulous adherence to company policies and guidelines in process of review of FAR, Assets procurement, disposal & retirements.

#### **2. Branch visits & connects**

- (a) Plan & enable Branch visits/connects for Self, State Admin Managers/ Regional Admin managers.
- (b) Ensure the efficiency of each visit is measured & recorded with Branch SPOC & Vertical Head.
- (c) Quantification & RCA on concern raised by Branches & offer relevant remedies.
- (d) Enable better response time & TAT for each Admin related activity.

#### **3. Vendor Performance**

- (a) Periodic review & reporting of mandatory requirements/processes such as GST, NDC, onboarding/exit & related credentials checks.
- (b) Monitor & record Vendor performance & share feedback with Procurement & Expense Payable team.
- (c) Enabling local vendors for subjective activities with due approval process/matrix.

#### **4. Space Management**

- (a) Ensure monthly recon of Seat allocation & optimum utilization of space.
- (b) Review Branches for remodeling & arrangement of additional space as per Business needs.
- (c) Ensure timely sourcing of new premises, fit outs monitoring & conduct detailed assessment on various technical & legal parameters/adherence.

#### **5. Audit & Compliance**

- (a) Adherence to Mandatory compliance, statutory notices & change management.
- (b) Review & response of Audit/RCM finding & mitigation plan.
- (c) Meticulous implementation on various central directives on Audit, RCM & risk assessments.

#### **6. Safety & Security**

- (a) Implement & maintain effective safety protocols, procedures & emergency response plans/awareness.
- (b) Monitor & review safety inspections, identify potential hazards & deployment of Security Guards.
- (c) Review of Health checks of critical Security equipment such as CCTV, FAS, Biometrics/access control devices etc.

#### **7. Team Development**

- (a) Monitor individual performance through scorecard & enable assistance for better deliverables.
- (b) Support on various functional training & assistance may be needed.
- (c) Evaluate activities & recommend for Rewards & recognitions.

#### **Qualifications and Experience**

Qualifications/ Education – Bachelor's degree in any discipline. A certification course in Facilities Management would be preferred.

Career Experience – Minimum 10+ Years of exposure in Admin & Facilities Management of Branch Offices in BFSI sector will be preferred.

**Skills/List of Attributes**

- (a) Working knowledge of Microsoft Word, Excel, PowerPoint & Presentation Skills
- (b) Good Communication skills, spoken proficiency in regional languages will be an added advantage.
- (c) Proven track records and team handling skills.
- (d) Sound understanding of Real Estate transactions, exposure to infra development/ IFM.