

Vertical Head- Central Functions & Infra

Department- Administration & Facilities

Sub Department - Central Functions

Designation/ Grade- VP

Reporting to – Head- Administration & Facilities

Profile Summary-

The position leads and co-ordinates all central functions which include fulfilling Infrastructure needs of the organization, ensuring facilities & General Administration of Head office/s, end to end Procurement to Pay cycle and business Travel & events.

Job Responsibilities-

1. Administrative Leadership

- Oversee the entire central function and HO facilities, ensuring high levels of productivity and efficiency.
- Develop and implement administrative systems, policies and procedures to improve operational performance.
- Foster a culture of excellence, teamwork and continuous improvement.
- Supervise, mentor and manage Administration team ensuring their professional growth and development.

2. Strategic planning

- Collaborate with leadership team and contribute to the development and implementation of long-term administrative and branch deployment strategies.
- Ensuring the administrative processes aligns with the organisation's overall business objectives.

3. Financial oversight

- Validate and Manage budget for administrative activities, ensuring accuracy, cost effectiveness & adherence.
- Analyse operational costs and implement strategies to optimise spending
- Identify cost saving opportunities and operational efficiencies.

4. Compliance and Risk Management

- Ensure compliance with legal regulations, statutory and organisational policies.
- Develop and ensure health and safety protocols for HO.
- Identify potential risks in operational processes and develop mitigation strategies.
- Ensure BCP planning is in place and regularly updated.

5. Corporate Real Estate (Non-IT Infrastructure)

- Oversee project planning, scheduling and execution quality for the branch network expansion.
- Ensure efficient allocation of office space, equipment and other resources as per changing organisational needs.
- Plan & manage office moves, refurbishments and other logistics.

6. Operations Management

- Ensure smooth operation of office facilities with highest level of internal customer delight.
- Implement operational best practices to enhance service quality and productivity.
- Monitor KPIs and ensure high performance across team members.
- Drive automation initiatives to enhance accuracy and productivity of the department.

7. Vendor and Contract Management

- Overseeing empanelment of vendors and ensuring selection as per organisations policy framework.
- Oversee contracts with vendors/service providers ensuring high service levels at competitive rates
- Assessing vendor performance through regular assessment.
- Ensuring timely payments to vendor to enhance vendor satisfaction and to protect PFL brand reputation.

8. Travel and events Management

- Formulate strategic relationships, policies and programs for corporate travel.
- Plan & monitor flawless execution of company events, meetings, conferences etc.
- Analyse the travel spends to finetune travel policy and optimise the cost.

Qualifications/ Education – Bachelor's degree in any discipline. BE-Civil/ B-Arch with PMP, FMP certification preferred.

Career Experience – Minimum 15+ Years of proven track record in retail roll out, facilities and general administration of multi locational branches/large offices strategy, planning and execution. Experience in managing cross functional teams and departments.

Skills/List of Attributes :

- Strategic thinking and Business acumen.
- Strong leadership and people management skills.
- Problem solving and decision making in a fast-paced environment.
- Budgeting and Financial governance.
- Knowledge of statutory compliances and procedures related to Administration and Infrastructure.