

Job Function: Team Member – Infra Management

Department- Administration & Facilities

Sub Department - Central Functions- Infrastructure Management

Designation/ Grade- Manager

Reporting to – Vertical Head- Central Functions & Infra

Profile Summary-

This Position will be required to Manage and handle entire project management responsibilities of PFL.

Job Description

1. Monitor the project management initiatives of the company for setting up of new offices/ refurbishment / relocations.
2. Assist in technical due diligence of shortlisted properties.
3. Preparation of layouts suiting the requirement, detailed BOQ, and specifications.
4. Establish project contracts and secure pre-project approvals.
5. Co-ordinate the project execution activities, ensure completeness of project activities as per defined timelines and quality parameters.
6. Ensuring complete and snag free site for handover. Verify the project deliverables basis the BOQ and certification of invoices.
7. Periodic/ regular traveling to all the offices/ project sites for handling any infra issues.
8. Maintaining the project tracker and publishing routine reports on project completion status.
9. Co-ordinate with the internal stakeholders for branch readiness before launch.
10. Co-ordinate for special infra initiatives as per the organizational requirements.

Qualifications and Experience:

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

Career Experience – Minimum 5-8 Years exposure in Project Management and hands-on experience in managing technical aspects of office facilities.

Skills/List of Attributes:

1. Result Orientation with Execution skills
2. Communication & Interpersonal Skills.
3. Proficiency in Auto-CAD & MS Office
4. Oversee site activities
5. Managing multiple projects for different geographical coverage

Classification | INTERNAL