

Position	Sr. Manager - Operations/ Manager - Operations
Job Description	<ol style="list-style-type: none"> 1. Supervising & monitoring of Facility Management Company / Vendors & its staff including Security, Housekeeping, Electromechanical, Horticulture, Club etc. 2. Monitoring large size HVAC plant, Electrical setup (33.3 KV sub station), DG Sets, Fire Fighting system, Sewerage treatment plant, Water treatment Plant etc. 3. Capable enough to handle Club House operations, Interaction with clients. 4. Should have good knowledge of prevailing common area maintenance aspects. 5. Monitoring SoPs with planning & implementation, generating & maintaining internal Reports & MIS for the operational sites.
Desired candidate profile	<p>Candidate applying for Sr. Manager role should have an exposure of handling atleast more than 5 Lac square feet of commercial or retail property in Tier I or Tier II City in individual capacity.</p> <p>Candidate applying for Manager Operation role should have an exposure of handling large size group housing projects comprising not less than 150 flats housing society.</p> <p>Adequate exposure and knowledge of Facility Management operations in commercial/ high end residential / retail properties is must with excellent communication skills with command over English, Hindi, Bengali, Oriya (for candidates applying for Bhubaneswar) is preferable.</p> <p>Needless to mention, command over Ms - Excel is must.</p>
Experience	Minimum 5 -12 years experience in relevant industry
Industry Type	Real Estate / Commercial
Functional area	Facilities Management
Education	Any Graduation Degree / Post Graduation Degree though candidates with Technical education qualification shall be given preference.
Compensation	Up to 11 L p.a.
Location	Durgapur / Bhubaneswar / Kolkata