

**JOB DESCRIPTION – OFFICE SPACE & FACILITIES MANAGER TO BE
BASED AT NEW DELHI**

JOB TITLE: Site & Facilities Manager

REPORTS TO: Chief Administration Officer

INTERNAL CONTACTS: Employees.

EXTERNAL CONTACTS: Contractors, Suppliers, External agencies

SALARY: 8lacs to 10lacs (Approximate according to experience / qualifications)

Key Purpose of the Role-

To be responsible for the operations and maintenance of the office space and to ensure the office complies with all current statutory compliances relating to site safety and management. To manage tenants and liasoning legal contracts with them.

1. OFFICE FACILITY MAINTENANCE
2. FIRE,SAFETY AND SECURITY
3. COST EFFECTIVENESS
4. PORTERING
5. CLEANING and WELFARE
6. BUILDING COMPLAINCES & CONTRACT MANPOWER COMPLIANCES

Interested candidates may share their CV at jobs@pti.in