

ARVIND SMARTSPACES

Job Description

Designation	: Head of the Department - Facilities, Estate Management & Admin
Experience	: 10+ Years
Qualification	: Graduation + Ex-Army Officer
Department	: Administration
Reporting To	: Chief Operating Officer
Job Location	: Ahmedabad, Gujarat

Brief Description of the Role:

The job involves various aspects of general administration activities on a pan India basis for multiple locations including offices, construction sites, sales offices, company managed properties, golf clubs and other facilities.

Job Profile:

The Candidate is expected to supervise, control, manage and effectively lead the following facilities:

1. Regional offices
2. Golf Clubs and other related facilities at various locations.
3. Project construction sites, site offices and sales offices

Following activities are expected to be carried out on a day to day basis:

- a. Housekeeping and upkeep.
- b. Development of security plans and processes and their implementation.
- c. Maintenance and upkeep of MEP / other services.
- d. Compliance of various laws related to labour, facilities and others.
- e. Liasioning with Local / Law Enforcement Authorities.
- f. Maintenance and upkeep of all Company Vehicles.
- g. Control and management of overall administration and associated costs and development of effective monitoring systems.

Skills & Attributes:

- b. Strong problem solving eye for detailing.
- c. Strong man management skills.
- d. Strong systems orientation to develop and implement effective SOPs.
- e. Strong communication skills to lead the department and to liaise with authorities.

Note: Interested candidates with relevant experience in real estate industry may share their CVs through email at career.asl@arvind.in

Please mention the position applied for in the subject of the email.