

## Office Admin

### Descrição da função

#### Overview of the role:

We are looking for a dynamic office admin for our Business Hub in Bangalore who is responsible for day to day operation in following topics and works closely with location head and other stakeholder.

- Security
- Housekeeping
- Maintenance
- Administration
- And other adhoc support topics

#### Key Responsibilities:

- **Security**
  - Ensure availability (24 X 7) , stability and competence of Guards.
  - 2.Handling day to day deviations and reporting the same.
  - 3.Ensure implementation of applicable group security procedures.
  - 4.Ensure Implementation of local security rules and processes (i.e Create/manage any templates, SOP, best practices related to security)
  - 5.Ensure correctness of various records being maintained by security guards (employee, visitor and material management).
  - 6. Monitoring and maintenance of critical Isolated areas (or rooms).
  - 7. Ensure security guards are being trained with installed fire detection system.
  - 8. Ensure Security guards are trained to operate available Firefighting Equipment and how to respond.
  - 9. Ensure readiness and upkeep of available firefighting equipment and installed devices.
  - 10. Ensure overall safety of employees and staff in the premises.
  - 11. Ensure 24X7 monitoring of CCTV footage by security guards and reporting of abnormal situations .
  - 12. Establish parking appropriate parking management process.
  - 13. Work closely with building security where needed.
  - 14. Provide basic training to security guards related to applicable procedures.
- **Housekeeping**
  - Check the premises regularly to ensure housekeeping
  - Supervise the janitorial staff and other workers
  - Carry out inspections of the facility
  - Create/manage any templates, checklist, SOP etc
  - Ensure overall cleanliness of premises, cafeteria, restroom, server room, electrical room, meeting rooms, cabins etc
  - Support when visitors are around
  - work with SPOC from agency regularly on resolving staff issue



Identificação da vaga  
**REF83205G**

Local  
**Bengaluru**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Onsite Job**

Pessoa jurídica  
**ContiTech India Pvt. Ltd.**

- work with building housekeeping when needed

- **Maintenance**

- Overseeing and coordinating routine maintenance tasks, repairs, and inspections
- Maintaining accurate records of maintenance activities, repairs, and inspections.
- Preparing reports on facility performance and issues.
- Create and manager templates, SOP, best practices for tech maintenance staff
- work with SPOC from agency on the maintenance staffing topics
- Ensuring the building and its systems (HVAC, plumbing, electrical, etc.) are functioning correctly and efficiently.
- Monitoring and optimizing energy usage to reduce costs and support sustainability efforts.

- **Administration**

- Supporting in travel. Accommodation arrangements for the visitors
- supporting in courier topics
- manager store room [ receivables, outflow, inventory etc]
- Support overall admin topics [ e.g. external printing, vendors relations etc]
- Housekeeping machine maintenance, new parts Purchase Request, AMC
- Uniform & Other facility related material distribution co-ordination with Sonapat Plant
- Office supplies, stationaries etc

- **Pantry**

- pantry goods purchasing
- monthly pantry bill checking
- purchasing for monthly events

- **Coordination and communication**

- Work closely with team in Sonapat and center head.
- Hotel & Cab booking for visitors, Invoice check & process for e sign.
- Uniform & Other facility related material distribution co-ordination with Sonapat Plant

## **Requisitos**

### **Experience**

- About 5+ years of experience in similar roles

### **Education**

- Graduate with diploma or certification in facility maintenance

## **O que oferecemos**

### **Other skills**

- Good communication skills in English (spoken and written)
- Great team player and ability to work in a highly international team
- Willingness to learn new things

Ready to drive with Continental? Take the first step and fill in the online application.

## **Quem somos**

Continental Industries is part to Continental AG. Headquartered in Hannover, Germany, the division contributes to Euro 6B+ to Continentals Euro 40B+ turnover.

ContiTech Business Hub in Bangalore in a key location for ContiTech hosting various functional teams