

Office Admin

Náplň práce

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



ID pozície
REF83205G

Miesto práce
Bengaluru

Úroveň vedenia ľudí
Leading Self

Flexibilita
Onsite Job

Právnická osoba
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

Profil kandidáta

Experience

- About 5+ years of experience in similar roles

Education

- Graduate with diploma or certification in facility maintenance

Čo ponúkame

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.

O nás

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