

## Office Admin

### 工作职责

#### 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



职位号码  
**REF83205G**

所在地  
**Bengaluru**

领导力级别  
个人贡献者

工作场所灵活度  
现场办公

法律实体名称  
**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

## 职位要求

### Experience

- About 5+ years of experience in similar roles

### Education

- Graduate with diploma or certification in facility maintenance

我们可以提供

#### **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.

关于我们

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