

Position	Head of Facility Management - Baroda Global Shared Services
Position Purpose	<ul style="list-style-type: none"> • The Head of Facilities is responsible for the effective delivery of facilities services. The post-holder is responsible for ensuring that the physical environment is fit for purpose in terms of premises, facilities, health & safety, and office accommodation to deliver successful staff performance in addition to ensuring that the business has the appropriate level of FM services and support for their operational requirements • lead the strategic management of all Facilities Management functions to maintain optimum accommodation, environmental and support service standards within our FM guidelines and budgetary constraints • A facilities manager's duties will be to maintain the buildings of an organization, overseeing the upkeep of equipment and supplies, determining and scheduling repairs or renovation projects, and coordinating safety inspections. • Facilities managers oversee a budget and must negotiate with outside vendors for supplies, repairs, and other measures.
Role and responsibilities	<ul style="list-style-type: none"> • Maintaining the facility and overseeing the daily administrative operations • Overseeing the facility teams • Instructing team members on the best practices to maintain the property • Creating and maintaining budgets for maintenance, repairs and contracts • Overseeing the closure of projects within the approved budget and time • Ensuring coherent availability and utilization of resources • Overseeing communication and security frameworks within the facility • Ensuring the property meets local and industry-specific safety guidelines • Performing regular inspections to ensure the building is functioning correctly • Contribute to FM procurement strategy and benchmarking projects • Plan and coordinate all installations and refurbishments • Manage the upkeep of equipment and supplies to meet health and safety standards • Inspect buildings' structures to determine the need for repairs or renovations • Review utilities consumption and strive to minimize costs • Ensure that the facility is fully operational with all utilities functioning properly • Maintain ongoing communication with contractors, clients, and team • Oversees and supervises the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively • Supervise all staff facilities staff and external contractors
Job Specific skills	<ul style="list-style-type: none"> • Must have 16+ years of experience as facilities manager or relevant position • Must be a visionary and creative person with sound judgment • Extensive senior Facilities Management experience gained in comparable environments • Demonstrable knowledge of the full spectrum of facilities management functions, including contract management, tendering, business development, continuity planning, and hospitality services • Excellent organizational and leadership skills

	<ul style="list-style-type: none">• Good analytical/critical thinking• Strong procurement and negotiation skills
Educational Qualifications	<ul style="list-style-type: none">• Graduation / Postgraduate / Professional Qualification.• Relevant professional qualification will be an advantage
Minimum Experience	Minimum 16+ Years of experience must have proven experience in similar leadership role
Location	Gift City, Gandhinagar
To Apply	Candidates needs to apply on www.bgss.in/career