



Executive - Facility Admin For a leading Automotive Corp office

Posted by: hd cxas x

Posting date: 22-Apr-2023

Closing date: 15-Oct-2023

Education: Any Graduate

Language:

Job location:

Salary: \$600000

Years of Experience:

Vacancy: na

Job Type: Full Time

Job id:

Expired

Job description:

Roles and Responsibilities

The role is fulltime and will be on Third Party Payroll

Key Responsibilities

- Overall management/upkeep of facility
- Visitor management
- Managing stock inventory for Pantry, Housekeeping, Stationery etc.
- Lunch management
- Good knowledge of SAP software to manage basic operations like vendor generation/PO/PR management
- End to end vendor management including invoicing and timely payments
- Maintaining AMC Tracker. Timely renewal with best negotiated quotes and T&Cs

- Good network of vendor database to help introduce new vendors with better negotiated rates and help us achieve higher savings
- Supervising all support teams like Pantry, Housekeeping, maintenance and security
- Responsible for conducting trainings of all manpower at site

*Role:*Office Admin

Salary: 6-7 Lacs P.A.

*Industry:*Automobile

*Department:*Administration & Facilities

*Role Category:*Administration

*Employment Type:*Full Time, Temporary/Contractual

Key Skills

HousekeepingPantryAdministrationStock ManagementPR ManagementVisitor ManagementVendor ManagementThird PartyStationeryStock Inventory

Education

*UG:*Any Graduate

*PG:*Any Postgraduate

Company Profile

SKILLVENTORY

A leading Talent Search Firm

*Recruiter Name:*palak.shastri@skillventory.com

*Contact Company:*SKILLVENTORY

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