

Job Description: Facility Manager

Job Background:

We are looking for an Inventory/Facility Manager to ensure the smooth operation of our workplace facilities along with maintaining a safe and productive workspace.

Job Responsibilities:

1. Maintain parts inventory and databases.
2. Source, order, and manage parts procurement.
3. Monitor project budgets and expenses for parts.
4. Keep accurate records of procurement activities, invoices, and receipts.
5. Perform general admin tasks and document management.
6. Communicate effectively with vendors and suppliers for ordering parts/office supplies.
7. Participate in team meetings, providing updates on inventory, procurement, and project budget matters.
8. Manage office equipment, coordinate repairs, and ensure proper functionality.
9. Supervising Fire Fighting situation.
10. Ensuring safety of personnel and equipment at working places.
11. Finalization of AMC for all the equipment installed, to interact with various contractors and get the work done till its completion, certification of contractors bills, to interact with statutory bodies as & when needed.
12. Planning, Developing & co-coordinating a program of planned preventive maintenance. Co-coordinating with all the AMC agencies for renewals, break down etc.
13. Maintaining standard Operating procedures/Systems at site for the Facilities management service.
14. Coordinating regular maintenance and repair service.
15. Co-coordinating with service vendor agencies.

Mandate : BE (3-4 yrs of Exp) , MS.IT (3-4 Yrs of Exp)

About Company

The Innovation Story is an edtech start-up for young students whose mission is to empower students and transform them into innovators through experiential learning in STEM. We offer a wide variety of courses in programming, design, robotics, and artificial intelligence to name a few. We are partners to Amazon leading their Amazon Future Engineer program to teach computer science to students across India. Our other notable partners include the Technology Innovation Hub, IIT Delhi and ARTPARK, at IISc Bangalore. We are proud of the journeys our students have undertaken in the past three years from learning how to open and operate a laptop to representing India in international robotics challenge in Geneva and securing admissions in Engineering colleges.