

Facility Coordinator & Store Keeper

As part of IIIT-B's expansion plans, the above regular vacancy is being created. Applications are invited from within IIIT-B staff for the position of Facility Coordinator and Store Keeper.

The vacancy is not open for personnel outside IIIT-B.

Job Description	<p>1. Facilities Management</p> <p>1.1 Monitoring and where necessary correcting the hygiene and cleanliness of the Academic Building, Administration Building, Innovation center, Guest rooms, Boy's Hostel, Food Court area, Multi Purpose hall, gymnasium, Land scape area and the Campus.</p> <p>1.2 To be solely responsible for overseeing weekend work in the Campus.</p> <p>1.3 Monitoring Academic Block, Administration Block, Innovation Centre, Guest Room, Boy's Hostel furnishings, soft furnishings in good order, ensuring it is regularly inspected and attended to so it lasts as long as possible.</p> <p>1.4 Particular attention must be paid to checking lights, Fans, Water and bathroom facilities at Academic Block, Administration Block, Innovation Centre, Guest Room, Boy's Hostel, Food Court Area, campus. Guide Maintenance team to address the issues.</p> <p>1.5 To handle complaints within area of responsibility and deal with them directly.</p> <p>1.6 Collate all complaints registered in complaint books and ensure proper closures of the same.</p> <p>1.7 To keep a register of the Boy's Hostel room Keys and ensure proper handover/takeover during vacation period and while students vacating the rooms.</p> <p>1.8 Monitoring a Healthy and Safe working environment for the Housekeeping department.</p> <p>1.9 Ensure waste segregation and disposal as per Municipality standards.</p>
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2. Engineering Services

2.1 Ensure 100% uptime of DG Sets, Transformers, HVAC, UPS, Lifts, RO, STP, WTP, Borewells and all other Engineering services.

2.2 Check log books of all Engineering Services to ensure day-to-day maintenance activities are carried out by the maintenance team.

2.3 Analyze non-compliances raised by the government authorities during their inspection of Institute's Engineering services and closure of the same.

2.4 Ensure all Engineering service contracts are renewed before due dates.

2.5 Daily Monitoring of Electricity, water, Diesel consumption and ensure adequate stock of diesel all the time.

2.6 Follow-up periodical maintenance (AMC) and ensure execution as per agreed schedule.

2.7 Performs related job duties as required.

3. Vendor management

3.1 Develop multiple vendors for all the Institute Purchases and maintain Vendor lists

3.2 Execute purchase processes in compliance with IITB's Purchase manual.

3.3 Maintain strong working relationships with our vendors

3.4 Inspect products received for quality and quantity to ensure adherence to the specifications.

4. Stores Keeping

4.1 Maintain inventory control system; monitor inventory; prepare any needed reports; reviews outstanding orders and initiates any necessary follow-up action.

4.2 Implement goods receipt & issue procedures and Inventory Tracking system

	<p>4.3 Liaise between suppliers, manufacturers, relevant internal departments and customers;</p> <p>4.4 Liaise with Finance department & Vendor, to ensure required financial / statutory documents are submitted to finance department, prior to the submission of the original invoice.</p> <p>4.5 Collect original invoice from the vendors, compare with purchase order quantity, price, terms and process for the payment.</p> <p>4.6 Maintain Asset register for all the capital items existing and procured newly.</p> <p>5. Miscellaneous</p> <p>5.1 Exam vigilance as assigned by the management.</p> <p>5.2 Proactively participate in the arrangements for Convocations, Foundation days and all other annual events of the Institute.</p> <p>5.3 To undertake any other such duties assigned by Registrar/CAO/Wardens, consistent with the purpose of the job</p>
<p>Educational Qualification , Experience and skills required</p>	<ul style="list-style-type: none"> • BE with 8 years or Diploma with atleast 10 plus years in facility management • Experience - 8-10 years • Engineering experience - Functional experience of DG, UPS, RO, STP, WTP, • Civil & Interiors - Good understanding in BOQs of Civil works and interior works. • Languages proficiency - English, Hindi, Kannada
<p>Last date for applications</p>	<p>Interested personnel of IIIT- B may apply before <u>July 10, 2024</u> along with the following</p> <p>(a) Brief Summary along with highlights of achievements in the current position</p> <p>(b) A vision for the new position being applied (should essentially encompass your visualization of the new position and improvements / milestones that you would achieve)</p>