



JOB DESCRIPTION

About PIEDS	Pilani Innovation and Entrepreneurship Development Society (PIEDS) was established in 2013 under "The Rajasthan Societies Registration Act, 1958" to promote entrepreneurship through incubation, business support, seed fund support, and mentoring to technology-based startups addressing business and societal problems.
Post/Job Title	Facility Coordinator
Job Type	Supervisory Cadre
Reporting to	Head, PIEDS, BITS Pilani
No. of Position	2
Job Location	Pilani
Principal Accountabilities & Responsibilities	<p>This role has following responsibilities:</p> <ul style="list-style-type: none">• Responsible for enrolling and maintain data of tenants in the centre• Manage all aspects of facilities management and administrative services along with safety• Establish clear communication channels with startup founders, students, and faculty to address their facility-related needs• Collaborate and coordinate with various departments to ensure smooth facility operations• Set up facility management processes and, ensuring efficiency and effectiveness• Manage the housekeeping employees for cleaning and upkeep of the facility• Oversee infrastructure maintenance, housekeeping, cafeteria, reception, workstations• Manage facilities utilities, building and ground maintenance, and repair and maintenance• Accountable for all assets on the premise, their upkeep, maintenance, and replacement• Undertake any tasks assigned by the Head, PIEDS as required
Qualification and Personal Profile	<ul style="list-style-type: none">• Graduate/Graduate with hotel management with 1-3 years of relevant experience in managing facilities and administration functions• Experience of working in a supervisory role is a must.• Working in a University set up would be preferable.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Understanding of technological tools for efficient administration• Proficiency in MS Office• Knowledge of finance acumen• Facility planning, design, and layout optimization knowledge.• Strong written and oral communication skills• Individual should be comfortable in working in shift.
Remuneration	The compensation will be up to Rs. 4.2 Lacs per annum depending upon experience and qualification.