

Job Description – Operations Manager

Company profile: -

Smartworks is a unique approach and initiative to cater to professionals who seek proactive working spaces. Spread across multiple cities across India, we offer fully serviced modern office spaces that includes private offices for individuals and teams, shared offices and virtual offices. We believe you should be working in your own self-motivated space, yet leaving all doors open for community networking. Because like-minded folks create clones, diversity brings brainstorm.

Role Responsibility –

We are looking for a Operations Manager, following are the brief responsibilities. Responsible for maintained of the building

- Responsible for proper space planning and EHS.
- Liaison with local municipality/corporation for any building related work, Licenses, Invoices and AMC
- Support in building operations and communication with all the relevant support teams to ensure the highest level of member satisfaction
- Solve member-related issues and manage member expectations
- Create MIS reports for all mandatory statutory compliances and AMC's
- Supervise Housekeeping and Security operations along with the Facility Manager & parking.

Skills required –

- Strong knowledge of maintaining building facility
- Should have hands on experience on MEP

Qualification required –

- Engineering/ Technical degree or diploma .