Dear Job Aspirant,

We wish to contact you for the position below **Facility Coordinator**

* Designation: **Facility Coordinator**
* Qualification: Graduate in Business Administration/Facilities Management
* Location: Mumbai
* Experience: 8+ Years

**Company Profile :**

UNIDEL is a family of innovative technology companies that serve large and under-served with data-led insights. Established in 1973, UNIDEL companies across the Industrial IoT, WealthTech, and CareerTech segments are designed to re-imagine solutions for current industry challenges. With offices in India, US, and Japan, this company serves global customers with disruptive technology solutions as its businesses are at the forefront of global data-led disruptions that help transform daily lives and assist organizations with critical and informed decision-making. Throughout its history, UNIDEL has led pioneering efforts to create many first of its kind products and solutions.

For more information, visit [www.unidel-group.com](http://www.unidel-group.com).

 **JOB Description:**

The role involves ensuring smooth day-to-day facility operations, proper communication flow, and timely execution of tasks across multiple sites. This role also involves coordinating with vendors, handling office supplies, maintaining records, supporting facility, and ensuring smooth functioning of the workplace.

**Key Responsibilities:**

* **Coordination & Communication:**
	+ Serve as the primary point of contact between blue-collar team leads and the Facility Head.
	+ Ensure all work orders and instructions are communicated clearly and followed through.
	+ Maintain daily updates and operational reports.
* **Operational Oversight:**
	+ Physically Monitor the progress of maintenance, housekeeping, and security-related activities.
	+ Follow up on task completion and ensure adherence to timelines and high quality standards.
	+ Escalate operational issues to the Facility Head and suggest and execute on-ground resolutions.
	+ Ensure timely tracking and renewal of AMC
* **Vendor & Resource Coordination:**
	+ Coordinate with vendors and service providers for facility-related work, ensuring timely availability of materials and services.
	+ Track attendance and productivity of the blue-collar team.
* **Documentation & Reporting:**
	+ Maintain proper documentation of daily operations, incident reports, and maintenance schedules.
	+ Prepare periodic performance reports for management review.
	+ Ensure proper checklists and SOPs are created and maintained to adhere to high standards.

**Qualifications and Skills:**

* Graduate in any discipline (preferred: Facility/Operations/Business Administration).
* Minimum 8+ years of relevant experience in facility administration or coordination roles.
* Experience working with blue-collar teams and reporting to senior management.
* Meticulous, attention to detail and discipline is a must