

## **About the University:**

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |  
15 Programmes | 180 International Collaborations | 1500 Publications**

## **Job Title:**

Deputy Manager – Facilities Management

## **Primary Work Location:**

University Campus, Sonipat (NCR of Delhi)

## **Job Summary:**

To design, plan, manage and maintain the University campus to an agreed standard conducive for excellence in learning and teaching.

## **Job Tasks and Responsibilities:**

- To maintain campus facilities in a clean, orderly, and safe manner for the use;
- To maintain all residential and academic buildings on a daily basis;
- To assign support staff their duties and inspects work for conformance to prescribed standards of cleanliness;
- To liaison with the vendors;
- To investigate complaints regarding housekeeping service and take corrective action;
- To allocate office space and residential houses to faculty members;
- To make booking for the guest house;
- To maintain and upkeep furniture & fittings and replace as appropriate;
- To coordinate with the purchase team for purchase of new furniture;
- To supervise renovations and coordinate work activities among department;
- To ensure that all health and safety obligations are complied by facilities staff and individual contractors;
- Taking care of any other work delegated by the authority;
- To create & share regular work & progress reports.

**Other Skills:**

- Effective team-player
- Organized and flexible, able to prioritise and work independently
- Proactive and positive approach
- Capable of remaining calm & effective under pressure
- Ability and willing to work at odd hours.

**Experience & Qualification:**

- Minimum 10 years of work experience
- Bachelor's degree from a reputed Institute/ University