

**4) FOR POST OF FACILITY OFFICER AT MAYUR COLONY, KOTHRUD CAMPUS**

<b>Name and Nature of the post</b>	<b>Age, Qualifications &amp; Experience</b>	<b>Required Skill set</b>	<b>Roles and Responsibilities from</b>
<p><b>Facility Officer for Campus in Mayur Colony, Pune 38</b></p>	<p>Age - 35 to 50</p> <p>Required Qualifications: -Candidate possessing Graduate degree</p> <p>Experience: Candidate Should possess minimum 5 years of experience of Facility Manager.</p>	<p>(1) Technology savvy. With use of Marathi language too. (2) Must have capacity to handle multiple tasks (3) Marathi and English drafting skill (4) Magnificent relational abilities (5) Strong problem – solving and analytical abilities (6) Practical insight and dynamic inclination. (7) Leadership Skills. To be a successful maintenance manager, you must be a natural leader. ... (8) Organizational Skills. ... (9) Problem-Solving Skills. ... (10) Interpersonal &amp; Communication Skills. (11) Time management. ...</p>	<p>Looking after daily routine of all MES Auditorium and Sabhagruha's in all MES Units in Pune and few at other places.</p> <p>Taking bookings for Auditorium / Sabhagruha's from the interested individuals, organizations.</p> <p>Collecting booking charges according to MES policy and forwarding the same to HO</p> <p>Keeping track of relevant income and expenditure with reference to sanctioned /approved budget including preparation of annual budget.</p>

		<p>(12) Technical Knowledge. Adaptability.</p> <p>(13) Teamwork Skills.</p>	<p>Handling, Providing, Coordinating with users of the facilities during actual use of the facility/ies.</p> <p>Supervising auditoriums and sabhagruha's with reference to wear and tear of equipment's like AC, Sound System etc. and things of audience use like Chairs, Tables etc.</p> <p>Keeping track of insurance of equipment's articles etc.</p> <p>Supervising auditoriums, sabhagruha's from security angle.</p> <p>Convening and Attending meetings of the committee constitutes for functioning of the Auditorium and Sabhagruha's and preparing agenda and minutes of the meetings etc. updating record and periodical reporting of various points.</p>
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