



Requires

Assistant General Manager – Housekeeping & Facility

Indian Institute of Management Ahmedabad (IIMA) is looking for a dynamic candidate who shall ensure efficient and effective management of premises and estate including housekeeping, Transport, Dispatch, catering and facility of IIMA Main and New Campus.

Job Description

The candidate will be responsible to:

- Plan, assign, train, instruct, assist, supervise, and evaluate the work of service provider and support staff pertaining to landscape maintenance, dispatch, transport, catering and housekeeping of offices and residence at Main Campus and New Campus.
- Ensuring proper maintenance of various conference rooms, syndicate rooms, seminar rooms, classrooms, IMDC rooms, Faculty Lounges and Auditoriums across the campus.
- Co-ordination with empanelled Hotels for Guest, Speakers and Participant's accommodation of different events and programmes.
- Monitor proper Scrape disposal, sanitation work and garbage collection from offices and residence across the campus.
- Coordination with maintenance, Estate, Electrical and Engineering team for maintaining and cleaning Offices and Residence of Faculty and Staff.
- Assist in the establishment of estate, housekeeping, F&B related contracts through a transparent tender process.
- Bill scrutiny, verifications and processing of vendors, maintaining inventory of Capital and Revenue items, managing workforce, reviewing financial reports, and taking appropriate actions.
- Ensure full compliance to operating controls, SOP's, policies, procedures and service standards. Helping in the procurement of operating supplies and equipment, and contracting with third-party vendors for essential equipment's and services.
- Routine inspection of cleanliness, standard inventory and functioning of all appliances.
- Coordinate with students, staff, and management to ensure efficient support services during various events on campus.
- Coordinate with Ahmedabad Municipal Corporation, Gujarat Police and other statutory bodies
- Standardize, maintain, monitor, and keep custody of all lease agreements with vendors on campus
- Respond promptly to facility-related requests or emergencies from faculty, students, and staff
- Liaise with internal departments to ensure facility services meet organizational needs.
- Any other task/duties assigned by the Head of department

Qualifications & Experience

- Any graduate with at least 15 years of relevant experience with administrative competence.
- Prior experience in similar role with IITs/IIMs is preferred.
- Strong leadership, organizational, and communication skills.
- Ability to manage a team and resolve issues efficiently.
- Familiarity with budgeting and inventory management.
- Knowledge of MS Office and SAP is preferred.

Reporting : Chief Administrative Officer

Age: Maximum 50 years as on last date of Application. Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Salary & Allowances: Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. The selected candidate will be placed in Pay Level 11 under the pay matrix of 7th Central Pay Commission and the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to APPLY ONLINE ONLY latest by **December 16, 2025**.

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