

Facility In charge

We are looking for Facility In charge with Minimum 2 to 5 Years of Experience.

Interested Candidate can share their profiles at anjali.joshi@cbsl-india.com

Job Description:

A: - Safety & Security

- 1: - Daily checking of security person.
- 2: - Daily checking security gadgets (CCTV, smoke detector, Fire extinguisher, fire hydrant etc)
- 3: - Every day to check cleanness of warehouse.

B: - Operation

- 1: - Send packing staff for branch packing of documents.
- 2: - properly maintain outward & inward in register as well as in system also.
- 3: - as per request of client retrieval send to client.
- 4: - Reporting to senior of daily productivity.
- 5: - Maintain every report in system properly.
- 6: - To handle all staff & client properly.
- 7: - Everything will maintain in company software.

Education:

Any Graduate

Job Location: - Ahmedabad (Gujrat)