



AMITY TECHNICAL PLACEMENT CENTRE

SHELL INDIA

Virtual Campus Recruitment – For 2022 Passed Out Batch

Only for Students of Amity Education Group

Last Date to Register – 20th November 2022, 10 am

Company Shell India

<i>Website</i>	www.shell.in
<i>Batch</i>	2022 Batch
<i>Date of Campus</i>	Will be informed later
<i>Job Title</i>	Hard Services Coordinator
<i>Eligible Branches</i>	B.Tech - ECE and EEE
<i>Eligibility Criteria</i>	70% throughout in class 10 th , 12 th and B.Tech
<i>Full Time Employment</i>	Full time
<i>Joining Date</i>	Will confirm
<i>Other Skills Required (If any)</i>	Very Smart, Good communication skill, Presentable
<i>Roles & Responsibilities</i>	<ul style="list-style-type: none">• Maintaining compliance with the evolving regulatory framework (technical and HSSE)• Maintaining business/HSE controls across organizational interfaces and supporting in building management strategies• Daily site walks around to observe any HSE issues in the facility, maintain a tracker and report to HSE manager.• Monitoring and providing assurance on compliance with applicable HSE & and other Shell/regulatory requirements (incl. Ethics & Compliance, SGBP, ABC)• Participate in Emergency Evacuation procedures including crisis management and business continuity.• Operational Excellence:• Compile the long-range building operations and maintenance plan for the site(s) including planned maintenance, projects, reactive maintenance• Provide building operations and hard services expertise to the site team and local businesses. Define and agree Warranty / AMC program for equipment with OEMs / reputed vendors. Audit landlord / builder / utility provider performance.• Measure service provider performance against set targets (including scorecard) and support improvement activities.

- Make site arrangements to measure key building performance indicators (e.g., plant availability) and provide assurance to the Site Managers on building integrity and compliance issues.
- Liaise with the asset/site Operational Security Manager and Services Coordinator as appropriate to align on related activities e.g. access/security systems and domestic equipment maintenance.
- Data Management:
- Oversee the upkeep of key documents including asset registers, as-built, layout drawings, schematics, diagrams, work process descriptions etc for all sites.
- Ensuring compliance to local statutory and requirements. Analyzing maintenance information and making recommendations, forecasting capital assets replacements, and providing budget values for sites.
- Effectively manage all administrative critical environment and ensuring all procedures, processes are undertaken in a timely and efficient manner.
- Managing M&E scope of operations to ensure the quality and deliverables within the stipulated time.
- Achieve Key Performance Indicators and Service Level Agreements targets.
- Coordinate with Building operation teams in setting up and sustaining the best maintenance standards and practices.
- Manage a program of inspections for the assigned properties on Energy conservation, Maintenance practices, Utility management and Risk management procedures.
- Upkeep system drawings and Good Documentation Practice.
- Monitor the logbooks, checklists, and PPM schedules for all M&E installations.
- Manage Downtime/Breakdowns.
- Ensuring an adequate supply of consumables/materials and service for the proper operation of services and enter supply and service contracts.
- Business Continuity Response:
- Acting as back up to FM in BCP scenario
- Supporting General/Facilities Manager to review and assess business risk related to building infrastructure
- Providing 24/7 emergency response as appropriate for floods, cyclone, drought and system failure etc.
- Ensuring sites are back to operational condition at shortest possible time for business Challenges:
- Compliance with the evolving regulatory framework
- Maintaining business/HSSE controls.
- Job Knowledge, Skills & Experience: See competence matrix, plus
- University degree with minimum 4+ years' experience in appropriate technical discipline (e.g., mechanical/electrical engineer, surveyor)
- Experience of a range of building management strategies, techniques, and tools
- Good understanding of the Facilities management and HSSE risks and mitigation plans
- Ability to execute actions required from the stakeholders
- Ability to communicate and co-operate in complex business environment (mixed processes, teams, demands, BCP/crisis scenarios)

Recruitment Process	<ul style="list-style-type: none">• Self-organized, responsible, taking ownership for all duties• Self-motivated with drive to achieve and implement change Online test, Technical and HRE interview
PKG	Shift timings will be 12pm to 9pm or 2pm to 11pm INR 5.98 to 7.21 LPA
Location	Chennai
How to Apply?	All interested students should need to apply on the link mentioned below, latest by 20 th November .by 10 am CLICK HERE TO APPLY

Best Wishes

Anjani Kumar Bhatnagar

Amity Technical Placement Centre
India Head Office:
Room # G- 02, E 2 Ground Floor
Amity University Campus, Sector 125, Noida (India)
Pin: 201313

Email : ajbhatnagar@amity.edu

Tel : 0120 439 2183