

# SUPERTECH LIMITED

## Recruitment Opportunity – 2014 Batch

Website	:	www.supertechlimited.com
Recruitment Date/ Venue	:	Will be communicated to shortlisted students only
Position	:	Trainee (GET - Facility Management)
Eligibility Criteria	:	B.Tech Civil
Job Objective	:	To be responsible for coordination between head office and sites to ensure smooth operations and implementation of standard facility procedures for overall development of projects and team.

### Primary Responsibilities

- Conduct grounds inspections and follow up to ensure facilities SOP are followed.
- Organize and develop Facilities database processes, Share Point development and implementation.
- Provide administrative support to the Facilities team to ensure smooth operation at site.
- Assist in implementation and administration of Computerized Maintenance Management System, including receiving inspection/inventory control, assigning, tracking and closing Facilities Work Request and customer follow ups.
- Assist Facilities HOD in all aspects of project implementation and small projects management.
- Support in verification of CAM bills before processing.

### Knowledge and Skill Requirements

- Technically qualified.
- Knowledge of basic maintenance, electrical, plumbing, hardware and HVAC systems.
- Effective communicator with excellent interpersonal skills.
- Data validation and analysis skills.

### How to Apply ?

1. Only interested students should apply for this job
- 2. Send your updated resumes to schawla94@amity.edu**
3. Resume file name should have First & Last name of the candidate
- 4. Last date to apply - 25 September by 4.00 pm**
5. Subject Line : Applying for Supertech 2014 Batch

Dress Code          Only Business Formals

Documents Require (Mandatory)

1. Clipboard for Writing Exam – (Must Bring)
2. Campus ID Card (Mandatory)
3. College ID Card (Original + Photocopy)
4. Passport Size Color Photos - (5 Nos.)
5. Photocopies of all Mark sheets (X, XII, B.Tech All Semesters)
6. Updated Resume - (5 Nos.)
7. A4 sheets for rough work – (Min 10 Rough Sheets)

My Best Wishes

**Prof. (Dr.) Ajay Rana**

**Director - ATPC**