

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Assistant-Facilities

Terms of Reference:

1. Coordinate housekeeping, security, pantry, and front-office services.
2. Monitor office maintenance including electrical, plumbing, HVAC, and general repairs.
3. Liaise with vendors for AMC services, repairs, and facility supplies.
4. Maintain records of assets, maintenance schedules, and service reports.
5. Support office space management and workstation setup.
6. Ensure compliance with safety, fire, and workplace regulations.

Eligibility:

1. Qualification: Graduate Facilities Management / Administration or related field.
2. Experience: Minimum 02 - 05 years of experience in the relevant field.
3. Domain Expertise – Office Facilities Management, Coordination with Employees.
4. Computer literacy includes advanced proficiency with Microsoft Office (Excel, word and PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, decision making, excellent oral and written communication skills in English.
6. Must have team spirit, agility, leadership, initiative, time management, prioritizing and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
8. Ability to handle urgent matters, multiple tasks simultaneously and quickly complete the assigned tasks.
9. Willingness to travel
10. Age up to 30 years