



Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for **Manager - Facility** in **Halma India**

Location	Business Unit	Report to
Bengaluru	India Hub	Sr. GM – Corp. Development

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.

Halma India is a Great Place to Work® certified organisation, recognised for 3 consecutive years.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!



Detailed job description

<p>About Halma India</p>	<p>The role of the India hub is to catalyse the growth of Halma companies in India. The India Hub provides services including Infrastructure, marketing, trading, compliances, talent, finance & accounts to Halma companies. The India Hub has been operational since 2008 with around 32 of the Halma companies investing in local resources currently. The employees can be broadly divided into 4 groups – Commercial/Sales, Digital, Business Support Group (BSG) and Core Support.</p>
<p>Position Objective (The purpose of role in current business/market scenario)</p>	<p>Halma Hub in India currently operates across 7+ locations across India with diverse functional operations being undertaken across offices. To lead and deal with such diverse facilities – each driven by their own business objective, this role reporting to the Sr. GM – Corporate Development has been created. The Lead – Facility will play a crucial role in independently organising, managing and ensuring facility services across locations ensure a safe working environment for all our employees, as well as follow processes and infrastructure service practices that ensure Zero downtime, Zero incidents, 100% service support to our employees. The position requires new initiatives to be implemented – some around sustainability, ISO certification, implementation of HSE and BCP practices, as well as excellent people management (employees as well as contract workers).</p>
<p>Responsibilities (KRAs / deliverables / job expectations)</p>	<ul style="list-style-type: none"> • There are 5 Main areas of Responsibilities: <ul style="list-style-type: none"> ○ Property Management across 8+ locations in India (Lease, Liaisoning with Owner, negotiations, utility, compliances, etc.) ○ Infrastructure Related mgmt. (AC, Water, ILL, FAS, CCTV, seat allocation, etc.) ○ Vendor Management (for infra related service to Security, Access Systems, AV systems, Cab Service Provider, UPS, etc.) to Team managing Cab service vendor, Multi Skill technician, and others. ○ Processes like Ticketing systems, HSE with ERT team, ISO 14k, 45k and 22301 (for BCP) with regular reports to leadership team and any other new initiatives. Familiarity with ERP (MS Dynamics D365) would be an advantage. ○ Manage Team not only from task perspective but also from people development pov by training, guiding and developing them. • Regular reporting (Reports, Performance Indicators) to Leadership Team on key aspects of Facilities across locations. • Operate an Infrastructure Maintenance Plan that is pro-active aimed at early intervention and prevention. • Track Leases across locations and take up for renewal 6 months ahead of completion. Develop connect and relationship with property owners to ensure maintenance and any other issues are addressed with them. • Institute and follow processes and systems to ensure that all property, utility related payments are made on time, and there are no disruptions arising out of delays in payments. • Establishing a robust Vendor Management process with is focus on quality of deliverables, accountability and which is also sustainable in the long run.

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	<ul style="list-style-type: none"> • Monitor Ticketing Systems for Facility/Infrastructure related issues, ensuring that employees as a stakeholder are responded to in a holistic and timely manner in matters related to facility and infrastructure. • Drive Projects (end-to-end) for new Infrastructure (Commercial or Industrial) Facility • Detailing Requirements technically for soundness, completeness and compliance. • Networking and Close interaction with other departments that requires a mature understanding of different perspectives, for a meaningful and holistic approach to building robust team and processes. • Agile to respond to emergencies
<p>Academic Qualifications</p>	<ul style="list-style-type: none"> • Graduate • Certification Course in Facility Mgmt., or ISO, or Process Mgmt.
<p>Experience (exposure)</p>	<ul style="list-style-type: none"> • 8-15 years' experience in facility management role, with at least 2-3 yrs in manager role • Knowledgeable in understanding technical aspects of FM components. • Experience in setting up new facilities from scratch • Experience and exposure to Hi-Quality work environment in professionally run firms • Exposure to developing and managing budgets for Facility independently • Experience and Exposure to KRAs, KPIs, and Generating Reports to monitor various aspects of FM
<p>Key attributes (critical functional competencies)</p>	<ul style="list-style-type: none"> • Grasp and Master - the diversity of facility management across locations • Ability to organise resources (people, time, vendors, budgets) in a methodical and organised manner to be on top on daily chores. • Drive execution of various initiatives independently • Put in place a vendor mgmt. and assessment system focused on key vendors to bring in sustainable, responsive partners • Establishing clear goals for team members to achieve • Generating reports for review of leadership. This, requires good working knowledge of Microsoft Word/Excel/ PowerPoint, Outlook & ERP systems • Instil a systematic, data oriented, and documented approach to processes and decision-making in the Facility team • Fluent in English business communication both verbal and written • Lead annual facility budget and plan, with ability to prioritize tasks
<p>Competencies (fundamental skills and attitudes)</p>	<ul style="list-style-type: none"> • Organised and methodical • Mature and Flexible (to deal with multiple variables) • Rigor in execution with attention to details • Process and Quality Orientation • People and Team mgmt. skills

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