

Leading MNC-FMCG Client is urgently looking a WTS Resource for its factory in Lahore

Assistant Service Delivery Manager

- **Education:** Bachelors
- **Experience:** 3-4 years.
- **Location:** Lahore
- **Salary:** Up to 80k
- **Skills:** Time Management, Meet the deadlines, Stress handling grip , MS Office

Key Responsibilities:

IFM: (Integrated Facility Management):

- Responsible for R&M of office area of factory
- Consumables and office supplies management
- Vendor management & invoice processing for payment
- Canteen & food services management at factory (In-house canteen)
- Laundry services management at factory
- Uniform supplies including hygiene & safety items
- POC to blue collar staff
- Day care management
- Management of PPE's

Travel & Fleet:

- Operational reporting of Pool vehicles
- Pick & drop of staff daily in 3 different shifts, to approx. 800 employees
- Oversee the travel desk implant at RYK

HR:

- Part of factory team for negotiation with union staff for transport, canteen, laundry, time-attendance and PPEs

Candidates having relevant experience and qualification can send their updated profiles, till August 25, 2020