

REQUISITION NAME

REQ ID

Executive – Technical Facility

About Epicenter

For 25 years, Epicenter has been at the forefront of the Technology & Business Process Management industry, driven by a single belief: **happy employees deliver exceptional results**. Here you'll find a career built on innovation, led by seasoned experts with over two decades of experience. Our commitment to our team is the secret behind our lasting success and the reason we're trusted by global clients.

Ready to be part of a team where your happiness is a priority and your work truly makes an impact? Join Epicenter.

About the job

The Administration & Facility Management department ensures seamless operations of the organization's infrastructure, utilities, and building services. We are looking for a **Technical Executive** who will be responsible for overseeing the technical maintenance of facility equipment and systems. The role involves supervision of electrical, mechanical, and utility operations, ensuring optimal functionality, compliance, and safety at the workplace.

Location/Hours

- **Workplace: Epicenter Bhayander Office, Thane – 401101**
- **Work Days: 5 days a week**
- **Timings: As per company roster (with flexibility in case of emergencies or project requirements)**

Job responsibilities/expectations

- Monitor and maintain all technical systems, including electrical panels, UPS, DG sets, lighting, HVAC, and plumbing systems.
- Ensure smooth operation of all facility equipment and address breakdowns promptly.
- Plan and execute preventive maintenance schedules to minimize downtime.
- Coordinate with electricians and housekeeping teams for day-to-day technical support.
- Assist in vendor management, site audits, and compliance with statutory norms.
- Prepare and maintain maintenance records, checklists, and equipment logs.
- Support in infrastructure projects, office expansions, and energy conservation initiatives.
- Escalate critical issues to senior management and ensure timely resolution.

Minimum qualifications

- Diploma / ITI in Electrical, Mechanical, or relevant technical field.
- 3–5 years of hands-on experience in facility or building maintenance.
- Strong understanding of power systems, HVAC, plumbing, and basic BMS operations.
- Good knowledge of preventive maintenance practices and safety protocols.

Desired qualifications

- Bachelor's degree or advanced technical certification.
- Experience in a corporate or commercial facility environment.
- Familiarity with energy management, BMS operations, and vendor coordination.
- Strong problem-solving and communication skills.
- Willingness to support extended or emergency shifts when required.

Why Join Epicenter?

We believe in investing in our people. At Epicenter, you'll have the opportunity to make a global impact with a company consistently ranked among the **Top 20 BPOs in India**. We're also the proud recipient of the "**Best Customer Service Provider**" award for nine consecutive years. Our commitment to your future is our priority. We offer ongoing training, mentorship, and upskilling opportunities to ensure you stay at the forefront of the industry.