



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

RECRUITMENT

Applications are invited from the eligible candidates for the Post of Floor Maintenance and Facility Supervisor Department : Administration / Facility Management & Receptionist

| Position | Qualification and Experience |
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| Floor Maintenance and Facility Supervisor | <p>Job Summary : The Maintenance and Facility Supervisor is responsible for overseeing the daily maintenance operations, ensuring the upkeep of buildings, equipment, and facilities. The role includes supervising staff, coordinating repairs, preventive maintenance, vendor management, and ensuring compliance with safety and regulatory standards.</p> <hr/> <p>Key Responsibilities :</p> <ul style="list-style-type: none"> • Supervise and lead a team of maintenance technicians, janitorial staff/ Housekeeping. • Conduct regular inspections of the facilities to identify maintenance needs. • Plan and schedule preventive and corrective maintenance. • Ensure timely resolution of plumbing, electrical, HVAC, Floor Maintenance and general repair issues. • Monitor the performance of facility systems and infrastructure. • Maintain records of maintenance activities, equipment servicing. • Assist in budgeting and procurement for facility-related supplies and services. • Support in facility improvement projects and space management. • Respond promptly to emergency repair requests. <hr/> <p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma /Degree from a Recognized university/Institution. • Minimum 3–5 years of experience in maintenance or facility supervision. • Hands-on experience in handling building systems and maintenance operations. • Ability to work independently and manage a team effectively. • Ex-Servicemen preferred. |
| Receptionist | Graduate, Smart, proficient in English, Hindi, Malayalam, & Tamil, having good communication skills (Female Only) |

Apply with complete details to the following address (or) by E-mail. On or Before 11.08.2025

The Registrar,
Vinayaka Mission's Research Foundation (Deemed to be University),
Sankari Main Road (NH-47), Ariyanoor,
Salem – 636 308. Tamilnadu,
Ph: 04272529700.

www.vinayakamission.com

E- mail: registrar@vmu.edu.in&hr@vmu.edu.in