

ADVERTISEMENT FOR THE POST OF CHIEF EXECUTIVE OFFICER

Habitat Service Centre (HSC), a registered society looking after the Operation & Maintenance works of residential & commercial properties, invites application for the post of Chief Executive Officer, who will be responsible for looking after overall activities of HSC such as execution of Civil, Electrical, Mechanical, HVAC, renovation/interior works and O&M services, etc. The appointment will be purely on 'contractual basis initially for a period of one year which can be extended upto 2 years depending upon the performance of the incumbent.

The eligibility criteria for the post are as follows:

1. The person for this position should possess skills and expertise in project management/execution, monitoring, tender processes, contract management etc. and working knowledge in estimation & costing and financial management. He/she must be capable of leading multi-disciplinary team and manage the Comprehensive Facility Management Firms/ O&M agencies.
2. Candidate must be familiar with statutory compliances.
3. The candidate for the post should possess a Bachelor's degree with adequate managerial experience in Facility Management Services for big corporates.
4. Minimum 10 years of experience in Facility Management services with at least 5 years of experience in Managerial capacity handling Operation & Maintenance of commercial and residential buildings/ civil construction & maintenance works inc. procurement, commission, operation and maintenance of Electrical, Mechanical systems, HVAC, Lift, Firefighting etc.
5. Age upto 45 years.
6. Should possess strong written & oral communication skills in both English and Hindi.
7. Remuneration – Consolidated pay of Rs 1 lakh per month (all inclusive) plus 15% variable pay based on performance. Also, Rs.10,000 per month may be claimed/ reimbursed towards conveyance/mobile/data charges.
8. In the event of selection, the candidate is required to bring (a) Medical Fitness Certificate from registered medical practitioner.

The candidate may send his/her resume to the address mentioned above on or before 15.01.2026. An advance copy may be sent by email to hscdelhi49@gmail.com