

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-services-assistant-urgent-hiring/>

OFFICE SERVICES ASSISTANT URGENT HIRING

JOB LOCATION

? Remote work from: INDIA

DESCRIPTION

Requisition ID: 283100

- Relocation Authorized: None
- Telework Type: Full-Time Office/Project
- Work Location: Chennai

Extraordinary Teams Building Inspiring Projects

Since 1898, we have helped customers complete more than 25,000 projects in 160 countries on all seven continents that have created jobs, grown economies, improved the resiliency of the world's infrastructure, increased access to energy, resources, and vital services, and made the world a safer, cleaner place.

Differentiated by the quality of our people and our relentless drive to deliver the most successful outcomes, we align our capabilities to our customers' objectives to create a lasting positive impact. We serve the Infrastructure; Nuclear, Security & Environmental; Energy; Mining & Metals, and the Manufacturing and Technology markets. Our services span from initial planning and investment, through start-up and operations.

Core to Bechtel is our Vision, Values and Commitments . They are what we believe, what customers can expect, and how we deliver. Learn more about our extraordinary teams building inspiring projects in our Impact Report .

Bechtel India is a global operation that supports execution of projects and services around the world. Working seamlessly with business line home offices, project sites, customer organizations and suppliers, our teams have delivered more than 125 projects since our inception in 1994.

HIRING ORGANIZATION

Bechtel Corporation

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 20,400 - INR 26,000

DATE POSTED

? March 19, 2025

VALID THROUGH

2026-07-15

APPLY NOW

Apply Now

Our offices in Gurgaon, Vadodara and Chennai will grow significantly and sustainably with exciting career opportunities for both professionals and young graduates who are passionate about creating a cleaner, greener, and safer world; building transformational infrastructure; making decarbonization a reality; and protecting people and the environment.

Job Summary

Works under supervision to provide Administrative and Office support services of an accountable nature to help ensure the smooth running of Facility and Office services Function. Assists in day-to-day activities and responsibilities include ensuring a safe and secure workplace. The role requires initiative, accuracy and high level of moral and ethical outlook.

Major Responsibilities

- Assisting, providing a wide variety of support services. Monitors all follow-up actions required by Supervisor. Helps develop and monitor financial information, such as comparing Month-on-Month expenses and preparing periodic reports (MIS). Maintains files of various historical data.
- Organizes material for meetings, presentations, and training sessions. Assist in activities, such as employee engagement.
- Ensure the Contractual Service Staff performs per SLAs. Monitoring/meeting all statutory/regulatory compliances pertains to contractors.
- Reviews deliverables of Contractual Service Staff – Operation & Maintenance, House Keeping, Security-and monitors quality to ensure that optimum level of utilization is ensured. Monitor attendance and leave management of all such staff,
- Arrange Purchase of office supplies (Office stationery / Housekeeping & Pantry consumables)
- Follow regular/monthly billing of all services and materials purchased. Verify and approve all such invoices for on time payment process. Ensure effective material management. Ensure inventory is always maintained at site to meet any urgent requirements.
- Reduce down time of equipment. Monitor and ensure for timely civil repair, water supply, lifts, fire system, etc.
- Maintain asset management mechanism and tracking of AMCs. Arrange for Pest Control
- Obtain quotations and prepare comparative statements & get approval for work/purchase, from Supervisor/Manager.
- Liaison and co-ordinate with the Supervisors/Lead of projects for space allocation etc.
- Support HR during new hire joining formalities (issuance of ID & access card, Parking sticker, document formalities)
- Ensure safe, clean and hygienic workplace.
- Assist facility walk down. Ensure availability of ERT / First aiders in office and Upkeep / readiness of Medical Room. Assist providing safety orientation for all the personnel, for them to be familiar with the building layout plans and its firefighting and sprinkler systems, evacuation route etc.
- Taking care of the supervision of security personnel, parking, material movement etc.
- Arrangement of logistics for project events / company sponsored events.

Basic Qualifications

Education and Experience Requirements:

- Graduate with 5-9 years of relevant experience in similar industry.
- Demonstrated knowledge and hands-on experience of administrative functions.
- Knowledge of MS Office, especially good in Excel

- Excellent written and oral communication skills.

Required Knowledge And Skills

- Hands-on experience in creating, issuing, monitoring employee access cards and the access control system in the office.
- Experienced in monitoring CCTV, PA system and or any such electronic security installations.
- Experienced in employee transportation, vendor management, route planning.
- Familiar in hospitality management, expat accommodation, hotel, guest houses etc.

Total Rewards/Benefits

For decades, Bechtel has worked to inspire the next generation of employees and beyond! Because our teams face some of the world's toughest challenges, we offer robust benefits to ensure our people thrive. Whether it is advancing careers, delivering programs to enhance our culture, or providing time to recharge, Bechtel has the benefits to build a legacy of sustainable growth. Learn more at [Bechtel Total Rewards](#)

Diverse Teams Build The Extraordinary

As a global company, Bechtel has long been home to a vibrant multitude of nationalities, cultures, ethnicities, and life experiences. This diversity has made us a more trusted partner, more effective problem solvers and innovators, and a more attractive destination for leading talent.

We are committed to being a company where every colleague feels that they belong—where colleagues feel part of “One Team,” respected and rewarded for what they bring, supported in pursuing their goals, invested in our values and purpose, and treated equitably. [Click here](#) to learn more about the people who power our legacy.

Bechtel is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, disability, citizenship status (except as authorized by law), protected veteran status, genetic information, and any other characteristic protected by federal, state or local law. Applicants with a disability, who require a reasonable accommodation for any part of the application or hiring process, may e-mail their request to acesstmt@bechtel.com