

**Role:** MEP

**Function:** Hospitality & Property Management

**Key Responsibilities**

- Assisting in CRM Management.
- Coordination with necessary functions and third party agencies for maximum possible early resolution of customer complaints.
- Ensure to maintain the power and water infrastructure on 24X7 basis.
- Follow-up with supervisory staff for the field operation status.
- Checking of MEP services of Building & infra prior to handover.
- Documentation of all MEP services.
- Discuss the work progress and issues with the agency.
- Assisting in ensuring the electrical and water supply parameters are regularly monitored and compared for any abnormal surge in consumption.
- Vendor invoice & payment follow up.

**Qualification:** Degree or Diploma in Electrical/ Mechanical Engineering

**Work Experience:** 4-8 Years