

## Cashier

**Location:** Maharashtra, Rajasthan.

### **Key Responsibilities:**

- Petty cash handled in the Branch. Vendor billing and management
- Oversee the maintenance and management of a company's facilities.
- Ensure that the facilities are clean, safe, and functional for employees and visitors.
- Manage the daily operations of the facility.
- Coordinate with vendors and contractors for repairs and maintenance.
- Develop and implement policies and procedures to ensure the efficient operation of the facility.
- Ensure that the facility complies with government regulations and safety standards.
- Manage budgets and expenses related to the facility.
- Monitor and manage utility usage and expenses.
- Coordinate with other departments to ensure the facility meets their needs.
- Develop and maintain relationships with vendors and contractors.

### **Technical & Soft Skills:**

- Petty cash handled in the branch.
- Vendor billing and management

**Educational Qualification:** Any BE/ B.Tech Graduate

**Experience:** Minimum 3 years relevant experience in Road Projects