



Date - 21.08.2025

## **INVITING APPLICATIONS FOR THE POST OF ESTATE MANAGER**

*The Indian Olympic Association was established in the year 1927. The IOA is the governing body for the Olympic Movement and the Commonwealth Games in India. As a member of the IOC and OCA, it is the Indian Olympic Association's primary mission to develop, promote, and protect the Olympic Movement in the country. The members of IOA include National Sports Federations, State Olympic Associations, IOC Members, and other select multi-sport organisations.*

**Position:** Estate Manager

**Location:** New Delhi (IOA Headquarters)

**Reporting to:** CEO, Indian Olympic Association

**Type:** Full-Time, Contractual (initially for 1 year, extendable based on performance)

### **Key Responsibilities:**

- Oversee day-to-day operations and maintenance of IOA office premises and the surrounding estate.
- Ensure regular upkeep, hygiene, sanitation, and structural maintenance of the building.
- Manage vendor contracts related to housekeeping, security, electrical, plumbing, and civil works.
- Supervise internal and external facility staff and ensure accountability.
- Coordinate with government agencies, municipal authorities, and utility service providers.
- Monitor and maintain records of assets, utilities, and compliance certifications (fire, safety, etc.).
- Support logistics and infrastructure for meetings, delegations, and special events held at IOA.
- Propose and execute infrastructure upgrades or renovation works, if required.
- Ensure adherence to safety, statutory, and environmental regulations.
- Maintain cost-effective and energy-efficient operations across the premises.

### **Eligibility & Qualifications:**

- Graduate in any discipline (preferred: Facility Management, Engineering, Architecture, or similar fields).
- Minimum 5 years of experience in estate/facility/premises management.
- Working knowledge of basic facility management software and inventory systems.
- Strong leadership, negotiation, and coordination skills.
- Familiarity with safety, security, and compliance standards for office premises

### **How to Apply:**

Interested candidates may submit their detailed CV, a cover letter, and details of their last drawn salary and expectations to: [ioa@olympic.ind.in](mailto:ioa@olympic.ind.in) Subject Line: **Application for Estate Manager – IOA**

Last Date to Apply: **31<sup>st</sup> August 2025**

**INDIAN OLYMPIC ASSOCIATION**

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