CAREERS · OPERATIONS

Admin & Facilities Executive

Run the office premises, manage vendors and keep everything working, safe and presentable

1 position | Coimbatore office | Full-time

The role

Own the office: premises, utilities, vendors, assets and visitors. You make sure the workplace is clean, safe and working every day — and that problems are fixed for good, not patched.

What you will do

- Keep the premises clean, safe and presentable: housekeeping, security, pantry, meeting rooms and common areas.
- Manage vendors and maintenance contracts (AC, UPS, electrical, internet, housekeeping, security, transport); collect quotes and negotiate rates.
- Schedule preventive maintenance and fix recurring problems at the root.
- Keep the asset register, consumables stock, courier log and office expense records up to date.
- Look after safety and compliance: fire extinguishers, first aid, building and licence renewals.
- Prepare the office for customer visits, events and new joiners — desks, access and equipment.

Who we are looking for

- 2–6 years in administration or facilities management, ideally in an office or factory with 30+ people.
- You have managed vendors yourself and are comfortable negotiating and holding them to service levels.
- Organised record-keeper; comfortable with Excel or Google Sheets.
- Hands-on and proactive: you notice what is broken before someone complains.
- Tamil and English; a two-wheeler is a plus for vendor and local errands.

Your first year

- First 30 days: map every vendor, contract, asset and recurring cost; fix the most visible problems.
- By 60 days: preventive maintenance calendar running, vendor list and rates reviewed.
- By 90 days: a monthly facilities report — issues closed, costs against budget, upcoming renewals.

About CountAI. We build AI, computer vision and robotics for the factory floor. Knit-i inspects fabric live on circular knitting machines and stops the machine the moment a defect starts — trusted by 30+ factories in 7 countries, and winner of the Intel Edge AI Software Excellence Award 2026. Co-founded by an IIT Madras alumnus in Coimbatore.



Apply in about 10 minutes

Scan the code, or go to **counton.ai/careers/admin-facilities-executive**

Know someone who fits? Forward this to them.