



July 22, 2025

Title: Building and Safety Manager

Reports to: Director of Operations

Location: Purnaa Enterprises, Chhampi-9, Godawari, Lalitpur

Job purpose: Ensure that Purnaa's machines, workshop, production spaces, offices, and outdoor areas are properly maintained, safe, secure, and enable Purnaa's world-class manufacturing.

Ideal Candidate and Qualifications: This candidate believes in Purnaa's mission of providing quality full-time employment. He or she enjoys working with their hands and has excellent analytical thinking ability and problem-solving ability. Is self-motivated and cable of self-teaching. Preferably has expertise in electrical *or* mechanical repairs but other backgrounds may be desirable. Has 3-5 years of experience in a relevant industry.

Key responsibilities and accountabilities:

1. Ensure Purnaa's facilities and machines are properly maintained, functional, and meet safety requirements as per the Purnaa safety program, WFTO, and local laws. This includes:
 - a. Troubleshooting problems, sourcing parts, and fixing broken machinery, equipment, and fixtures
 - b. Conduct preventative maintenance on machinery and safety equipment
 - c. Oversee work done by outside contractors
 - d. Manage the distribution and tracking of office keys and other supplies
2. Supervise procurement of and payment for services needed for office operation such as electricity, water, generator fuel, office security, insurance, waste management and recycling, etc.
3. Ensure that the company's fleet of vehicles are safely maintained and insured.
4. Other duties as assigned

Working Hrs: Monday – Friday, 8:30am – 5: 30pm. Overtime may be required to meet deadlines.

Starting Salary: 33,440 NPR and other benefits with a clear roadmap for advancement