

# TATA TRUSTS

Role Details		
1.	Role	General Manager, Estate
2.	Grade	Equivalent to 3B
3.	Function   Sub-function	Finance, SCM, IA, Admin
4.	Department	Estate
5.	Location	Mumbai
6.	Nature of Employment	FTE-3 years
7.	Reporting to	CFO (TEDT)

Role Overview:
<p>This role will lead the Estate function of Tata Trusts, overseeing the end-to-end management and protection of all Trust properties. Responsibilities include property administration, infrastructure development, upkeep, statutory compliance, and handling all related operational matters.</p> <p>It is a multifaceted leadership position requiring strong coordination with internal departments and external/government agencies, regular engagement with authorities, and effective supervision of officials and contractors to ensure smooth operations and full compliance across all sites.</p>

Key Responsibilities:	
1.	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>Develop long-term strategies for estate management, development and protection of the properties.</li> <li>Identify and build a core team with prior work experience in relevant Government land &amp; revenue offices.</li> </ul>
2.	<p><b>Property &amp; Infrastructure Management:</b></p> <ul style="list-style-type: none"> <li>Ensure all properties are managed and operated in alignment with the objectives of the Trusts and resources are efficiently utilized with due optimization.</li> <li>Advise the management on existing issues regarding the utilization and/or access of the properties by the Tata Trusts.</li> <li>Provide regular and timely updates to the management on the matters relating to the properties of the Tata Trusts.</li> </ul> <p>Ensure regular upkeep, cleanliness, and operational readiness of the properties.</p> <ul style="list-style-type: none"> <li>Supervise and safeguard the Trusts property; prepare and implement plans for protection, management and upkeep of the properties, include development of properties (where required).</li> <li>Oversee commissioning of safety and security systems with monitoring enabled from the Tata Trust's central office.</li> <li>Coordinate vendor selection processes through tenders for services and supplies required for the properties and ensuring efficient implementation and utilization of resources.</li> </ul>
3.	<p><b>Records and Compliances:</b></p> <ul style="list-style-type: none"> <li>Make necessary filings and keep the records of the various properties of the Tata Trusts updated with the relevant government departments.</li> <li>Maintain comprehensive (internal) register of the properties.</li> <li>Maintain accurate and up-to-date records / accounts in respect of the properties.</li> <li>Ensure due documentation (including timely renewals) regarding the use of property by the relevant parties.</li> <li>Making timely payment of rent / fees to the relevant third parties (e.g. lessor / licensor) and payment of statutory taxes and other dues/payments with the concerned government offices for all the properties of the Tata Trusts.</li> </ul>

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	<ul style="list-style-type: none"> <li>Coordinate with Tata Trust's Legal department where legal recourse is required to safeguard the interests of the Tata Trusts in respect of the properties.</li> </ul>
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Stakeholders	
Relationship (within organization)	CEO, Function Heads, Finance & Taxation Team
Relationship (outside organization)	Government officials and relevant stakeholders

Skills & Competencies:
<ul style="list-style-type: none"> <li>Proven ability to oversee day-to-day functioning of multiple properties of the Tata Trusts with efficiency and accountability.</li> </ul>
<ul style="list-style-type: none"> <li>Skilled in coordinating with various external parties, government bodies and officials for compliance, documentation.</li> </ul>
<ul style="list-style-type: none"> <li>Competent in maintaining accurate financial records/accounts, managing budgets for property matters across Tata Trusts.</li> </ul>
<ul style="list-style-type: none"> <li>Experienced in managing service providers, negotiating with third party vendors for management of properties, and ensuring quality service delivery.</li> </ul>
<ul style="list-style-type: none"> <li>Capable of managing teams, ensuring discipline, and maintaining safety of the properties.</li> </ul>
<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills to maintain positive relationships with stakeholders and the local community.</li> </ul>
<ul style="list-style-type: none"> <li>Thorough understanding of statutory requirements, with attention to detail in maintaining records and licenses/ leases.</li> </ul>
<ul style="list-style-type: none"> <li>Ability to handle operational challenges and make informed decisions under minimal supervision.</li> </ul>
Essential Qualification & Experience:
<ul style="list-style-type: none"> <li>Business Administration, Property Management, bachelor's degree in law and/or related field</li> </ul>
<ul style="list-style-type: none"> <li>Minimum 12 years of experience in management and administration of properties in Maharashtra and Gujarat.</li> </ul>