

Job Description

Administrator (Admin)

PURPOSE OF THE POSITION

This position is responsible for maintaining infrastructure and managing day-to-day work.

SCOPE

This position reports to Operation Head and Chairman of the company.

RESPONSIBILITIES:

Major Responsibilities for the position as below but not limited to:

1. Infrastructure maintenance :
Liaison with appropriate agencies for various maintenance work.
Keep the entire Academy in up and running condition.
Electricity/Water Supply/Utilities/Assets and resources
2. Stake holder Management:
Build a win-win partner relationship with vendors, customers, trainees,
Business partners and various service providers.
3. Filing and Data management:
Managing and maintain different files.
Managing data on various computer systems and drives in academy.
4. HR related activities:
Cultivating human assets in alignment with company mission and values
Monitoring of procedures and practices as per laid down policies.
Planning indoor/outdoor activities for team and trainees.
Planning and managing hiring with help of seniors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

1. Administration of infrastructure.
2. Basic understanding of vendor management.
3. Basic knowledge of accounting
4. Good in MS office.

Skills

The incumbent must demonstrate the following skills:

- 1) Excellent interpersonal skills
- 2) Effective communications skills
- 3) Time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- 1) Be honest
- 2) Trustworthy
- 3) Be Respectful
- 4) Be Flexible
- 5) Demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through training, reading and taking guidance from senior members of the company.

Qualification Experience and Salary Terms:

Minimum : B.Com/Any gradutae

Experience: Minimum 18 months

Salary :

As per the experience and expertise of individual.