

# 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.**