

## JOB DESCRIPTION

<b>Job Title</b>	<b>: Manager Administration</b>	<b>Reporting To</b>	<b>: Head Administration</b>
<b>Department</b>	<b>: Corporate Office</b>	<b>Location</b>	<b>: Pune</b>

<b>Role &amp; responsibilities</b>	<p>Responsible for assisting the Admin Head for the company in the following activities</p> <p>Assisting in identification of branch locations, negotiation, lease deed execution, fit-outs and handover of branch to business.</p> <p>Ongoing upkeep of the branches and safe and clean working environment for the staff</p> <p>Identifying and developing strong vendor relationships that are reliable and cost effective.</p> <p>Will be responsible for inventory management and maintenance of all office equipments, including periodic preventive maintenance.</p> <p>Organizing travel arrangements for employees both within and outside the Country. This would include hotel arrangements, air tickets, and ground transportation.</p> <p>Overall bills processing and cost control.</p> <p>Identification and empanelment of vendors, suppliers and other 3<sup>rd</sup> party contractors as required by the organization</p>
<b>Skills/Knowledge prerequisites</b>	<p>Go-getter and dynamic with strong commitment, perseverance to complete the task on hand within the time frame and as per expected standards.</p> <p>Excellent inter personal skills and ability to develop and maintain strong relationship with vendors, external agencies, government bodies, etc.</p> <p>Ability to prioritise ever changing workload and maintain the ability to meet deadlines</p>
<b>Educational Qualifications</b>	PG degree / degree in any discipline from a reputed academic institute
<b>Experience Profile</b>	7 years plus experience in handling the administrative activities, including facility management and commercial activities
<b>Personality Traits</b>	<p>Presentable.</p> <p>Good Leadership Quality &amp; team development quality.</p> <p>Ability to accept challenge.</p> <p>Task oriented.</p> <p>Good Presentation skills.</p>