

Job Description

Job Title: Admin Role

Reporting to: Manager HR, Admin and Finance.

Department: General Administration

Work Schedule: Full time position. Core Hours of Monday-Friday, 9:00 to 5:00 p.m and 9:00 am to 2:00pm on first and third Saturdays. Must be able to work a flexible schedule, including early morning, evening, and weekend work.

1. **Overall Purpose of this Role:** The role will be responsible for managing the day to day operations of office requirements and office administration department and all areas relating to maintaining of the office. This position will be responsible for helping the manager administration as listed below.
2. **Key Accountabilities:**
 - a) **Office and general admin responsibilities**
 - Maintenance of logistics support to other team members
 - Inventory & office records maintenance.
 - Collection of Bills from vendors and Management and keep tracking the same
 - Guiding, Managing and Grooming office helpers
 - Maintain office cafeteria and ensuring the quality of services
 - Maintenance of office premises neat and clean
 - Attending general administration works like AMC and other repairs
 - Any other works assigned by reporting manager related to administration
 - b) **Procurements**
 - Validating existing database of all vendors
 - Build database category wise and ensure a minimum of 3 vendors per category after conducting market survey
 - Preparation of bid analyses (COQ)
 - Maintaining database, purchase registers, indents trackers and general administration
 - Managing Indent Received and Other purchase requests & Documentation, follow up on work orders and ensure 100% delivery in time.
 - Site Visit - to ensure timely and quality delivery of material and services and submit relevant documentation
 - c) **Events Management**
 - Coordination with other teams on logistic and other supports during the events
 - Getting the bills from third party and making tracking sheet for expenditure for events
 - Coordination with vendors on material and other support
 - Daily work status updating to reporting manager
3. **Pre Requisites:**
 - Any Degree with 2 -3 Years' Experience in General Administration and Vendor Management
 - MBA Qualification is an Added Advantage.

