

Assistant Manager/Deputy Manager - Administration

Position	Assistant Manager/Deputy Manager
Position Purpose	<ul style="list-style-type: none">• We are looking for an experienced Administration Manager to supervise daily support operations of our company and plan the most efficient administrative procedures.• A great administration manager has excellent communication and organizational skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.• The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.
Role & Responsibilities	<ul style="list-style-type: none">• Plan and coordinate administrative procedures and systems and devise ways to streamline processes• Ensure the smooth and adequate flow of information within the company to facilitate other business operations• Manage schedules and deadlines• Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints• Monitor costs and expenses to assist in budget preparation• Oversee facilities services, maintenance activities and tradespersons• Organize and supervise other office activities and functions• Ensure operations adhere to policies and regulations• Keep abreast with all organizational changes and business developments
Job Specific skills	<ul style="list-style-type: none">• 4 - 5 years proven experience as administration manager• In-depth understanding of office management procedures and departmental and legal policies• Familiarity with financial and facilities management principles• Proficient in MS Office• An analytical mind with problem-solving skills• Excellent organizational and multitasking abilities.
Educational Qualification	Minimum Qualification - Undergraduate
Minimum Experience	4 - 5 years proven experience as administration manager
Posting location	GIFT City, Gandhinagar