

<b>Position</b>	<b>Assistant Manager - Administration</b>
<b>Job Description</b>	<p>We are looking for an experienced Administration Manager to supervise daily support operations of our company and plan the most efficient administrative procedures.</p> <p>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.</p> <p>The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.</p>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintaining a conducive workplace for the employees, visitors, and contingent workers</li> <li>• Maintaining safety standards by inspecting facilities for hazards</li> <li>• Ensuring all furniture and fixtures are well maintained and in working condition</li> <li>• Scheduling proactively repairs to facilities, and equipment managed by the administration to ensure they are completed as per BGSS standards &amp; approved budget &amp; timelines</li> <li>• Coordination with the local facility Management team for day-to-day operational issues</li> <li>• Shall be responsible for all statutory and legal compliances for all the buildings.</li> <li>• Keep track of the completion of all helpdesk service requests from employees and all complaints to be closed with corrective actions to prevent the recurrence of the complaint</li> <li>• Responsible for the physical management of the property, including regular maintenance and emergency repairs.</li> <li>• Shall be responsible for attending to all emergency breakdowns in the buildings, as per contingency plans</li> <li>• Will be responsible for all safety and security compliance in the building</li> <li>• Ensure Operation and maintenance of building operations systems including HVAC, electrical, energy management, plumbing, roofs, fire safety, environmental issues, security, and controls</li> <li>• Coordination with building management team for smooth facility operations</li> <li>• Shall ensure all processes are followed in compliance of Quality management system and BGSS standard processes.</li> <li>• Shall ensure risk assessment is conducted of all activities in consultation with on ground staff and adequate control measures are planned and implemented on site.</li> <li>• To assist Infrastructure planning and real estate project management</li> <li>• Responsibilities shall not be limited to above and perform as per additional responsibilities awarded and when required.</li> </ul>
<b>Job specific skills</b>	<p><b><u>Work Experience</u></b></p> <ul style="list-style-type: none"> <li>• 4 - 5 years of proven experience as administration</li> <li>• In-depth understanding of office management procedures and departmental and legal policies</li> <li>• Familiarity with financial and facilities management principles</li> <li>• Proficient in MS Office</li> <li>• An analytical mind with problem-solving skills</li> <li>• Excellent organizational and multitasking abilities</li> <li>• A team player with leadership skills</li> </ul>

<b>Educational Qualification</b>	Graduate in business administration or relative field
<b>Minimum Experience</b>	Minimum of 4 Years of experience in core admin
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate(s) and will be discussed on case to case basis
<b>Location of posting</b>	Vadodara