

Role : **Executive-Administration**
Department : **Administration**
Qualification : **Graduate**
Experience : **Min. 2 years**

Job Description:

Broad Responsibilities

1. Manage office supplies' stock and place orders.
2. Prepare regular reports on expenses and office budgets.
3. Maintain and update Stock management databases.
4. Organize a filing system for important and critical documents and agreements.
5. Answer queries by employees and students.
6. To attend to all correspondence, filling and follow up of correspondence being received/ generated by GM (OPS) office. Maintain P/O register.
7. To complete Auditorium/ Boardroom/Amphitheatre and meeting rooms booking for various events and whenever booking requests are revised from.
8. To assist in all the process of admission related for courses in the Institute, including verification of documents, completion of hostel booking for fresh students during admission.
9. You will issue blank forms for Hostel booking at the time of admission. You will maintain proper data base for forms received separately for Boys and Girls.
10. You will assist in allotment of Hostels and ensure filling of hostel forms, collection of undertaking and medical forms from students, who have been admitted in hostels.
11. You will ensure Hostel fee payments for new students as well as for second year. Students, who are continuing Hostel Facility and maintain proper data base for the same.
12. Resolving of Hostel enquiries received through e-mail and attending the calls and then do continue follow ups.
13. You will coordinate correspondence with parents, students through proper communication for shifting, Vacating and maintain room availability status as per data base.
14. To maintain all the photos& CD in accordance with Lab & IT.
15. You will maintain all records/ correspondence renewals of Housekeeping, Security, Liftman contracts for the campus and Hostels and prepare letters to contractors.
16. You will order required Flower Decorator for events like convocation foundation, Fortnight etc. and process bill for the payment.

Facility Department: -

As a part of Admin. Dept., you will take active part & assist time to time in Canteen Affairs –

17. To assist seniors in the arrangements for all events and keep proper vigil during the events happening in the institute.
18. To keep a track of all vouchers for the payments related to Facility Management and general day to day expenses and inform the seniors in timely manner.
19. You will prepare order form for canteen orders and receive bills from caterer and process for payments.
20. To assist for making food & serving arrangements wherever & whenever required.
21. To keep senior updated of pending invoices and agreement renewal well in advance.
22. To assist Senior and work towards infrastructure related work and ensure timely completion of work.
23. Any other work related to Administration and Facility Management for smooth functioning of institute's day to day & special occasional activities.
24. Apart from the above task, Institute expects your involvement and support for the various activities undertaken by the Department.
25. You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered.
26. Other responsibilities may be added as and when required during the year

