



Job Description for “Manager - Administration”

SIES SOP PST, Nerul Campus

1. Roles & Responsibilities:

1. Developing, Reviewing and Improving Administrative Systems, Policies & Procedures.
2. Supervising day to day operations of the Administrative Department.
3. Working with Accounting and Management team to set Budgets, Monitor Spending, Stock Report, Salary , Attendance, Leave, Processing Payroll and other expenses
4. Co-ordinating , Scheduling, & Promoting Office Events including Meetings, Conferences, Training Sessions. Also corresponding with CII, PHD Chamber of Commerce, Assocham, FICCI etc
5. Planning and Executing Entrance Tests, Admission & Fees, Internship & Placements.
6. Collecting, Organizing and Storing information using Computer & Filing Systems.
7. Overseeing special projects and tracking progress towards Institution’s goal.
8. Ensure Smooth & Adequate flow of information within the Institution and sister institutions to facilitate other business operations.
9. Manage Schedules & Timelines to the best advantage.
10. Monitor Costs and Expenses to assist in Budget preparation.
11. Manage Inventory of Office supplies and the purchasing of new materials with attention to Budgetary constraints.
12. Keep abreast with all the Organizational changes and Business Development
13. Oversee facilities and services, maintenance activities and coordinate with service providers.

2. Key Indicators:

1. Creating & Maintaining a healthy, collaborative and motivating work environment.
2. Ability to take full responsibility for all the desired work.

3. Focused on Improving the Response Time and Right First Time working attitude.
4. Proficiency with Computers especially with MS Office.
5. Ability to plan for and keep track of Multiple Projects and Deadlines.

3. Qualifications / Skills:

1. Graduate / Post Graduate. Candidate with Management Degree will be given preference.
2. Preference will be given to candidates with exposure in Packaging area.
3. Strong problem solving, interpersonal skills, Verbal & Written communication skills
4. A team player with Leadership Skills

4. Work Experience:

1. 5 to 8 Years Experience in Administration and Indepth understanding of Office Management procedures. Having familiarity with Financial and Facilities Management procedures is a must.

5. Remuneration:

This is negotiable but will be the best in the category.