



## **JOB DESCRIPTION**

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**ROLE:** Admin Executive

**SALARY AND BENEFITS:** Up to 12K

**REPORTS TO:** AGM - India

**LOCATION:** Vadodara

**JOB TIMING:** 1:00pm to 10:00pm IST & 2:00pm to 11:00pm IST during winter

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Due to the company's expansion we are now looking for Admin Executive. This role involves General Administration, Infrastructure Management, Vendor Management, Facility Management, Stationary, Guest Management, Staff Vehicles Management, MIS preparation of the organisation.

### **PRIMARY RESPONSIBILITIES**

- General Operational management.
- Infrastructure Management
- Vendor Management
- Facility Management
- Stationary Management and inventory control
- Guest Management
- Staff Vehicles Management
- Event Management and coordination
- Annual Maintenance Contracts.

### **SECONDARY RESPONSIBILITIES**

- Prepare MIS reports as per requirement.
- Efficiently deal with support staff.
- Develop relation with vendor for current and future commodity requirement.
- Research and recommend new sources for facility Management.
- To keep watch on floor through CCTV camera and report any discrepancy happening on floor
- To take care of vendor invoices and verify and forward it to Finance dept.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- 1-3 years of Administration experience.
- Advanced computer skills.
- Outstanding oral and written communication skills.



- Strong organisational skills are essential to provide timely administration of various duties.
- Prefer high analytical ability to sort and apply information.
- Adaptable to change.

**Education/Certifications:**

- Graduation
- Computer Literacy