

Admin Head:

Primary Responsibilities:

- Handling Day To Day Office Management activities, Internal and External communications, Written Correspondence in word and Excel spreadsheets, Daily mails sending and screening for internal mails, Preparation of Bills and cheques, Bank payments, Monitoring office muster and keeping track of leaves of office staff / late coming / OT logging procedures / lunch time, Generating Salary statements every month, Maintaining office files, Implementation of office rules and Cleanliness etc, Monitoring the purchase of Pantry and Stationary, Co-ordination with the Site people for office matters, Tickets bookings and Web Check in, Overlooking the comfort of the visitors, Couriers inbound and outbound, Making presentations and attending Office meetings, Maintenance of office equipment and monitoring AMCs, Insurances, Due dates for any bill payments and other recurring activity, Staff Notices and Leave applications, Daily Weekly and Monthly planners, Checking Web Rankings and email Ids, Software requirements and purchase, Getting information of any innovations in office management techniques, Daily reporting of POAs and targets completion of short term and long term activities, Sending Greetings on occasions and maintaining the office database, Negotiating the best deals for the office requirements, Putting advertisements in newspaper and Web portals, Catalogue listing and Filing, Important Reminders, New clients follow up, Screening of Resumes for lining up on Interviews, Preparation of Proposals and Appointment letter drafts, Train the Peons on office systems and get reporting from them, Handle and Report any problems in the office during the Boss's absence, Conducting short staff meetings and preparing the agendas and minutes of the same with input from various departments.

Required Skills:

- Excellent Spoken and written English
- Strong interpersonal, Negotiation and organizational skills
- Keen ability to multitask a variety of challenges and responsibilities
- Knowledge of Computers and latest software
- MS Word, MS Excel, MS Power Point
- Organizing and management skills
- Planning and Scheduling
- Customer Service and Relations
- Teamwork and Leadership skills
- Interdepartmental Coordination
- Internet Research
- 60 wpm Typing Speed

Job Description:

- The candidates are required to implement all the activities mentioned from the office within the stipulated targets and frequency. The Daily, weekly and the Long-term targets must be generated independently with help of information from the various departments and seniors on a continuous basis to be a self-planned supportive system.
- The day should ideally start with preparing the POA for the day, which will be further discussed, and fine tuned in the huddle with the representatives of the various departments. The activities should be continuously tackled during the day along with the new situation that may develop during the day and the important items to be added to the POA for the day or future time as per the nature of the situation.
- Outdoor activities to be deputed to the support staff in a well managed manner. In worst case to get it done himself or herself.

Educational Qualification:

- Should be a B Com Graduate with any other fine skills certificates.

Work Experience:

- Around 3 to 4 years of experience in an organization with an employee strength of 10-30 people.

Be a part of Our Team, contact us with your updated Resume at career@milindpai.com