



**Job Title:** Manager Administration

**Roles and Responsibilities**

- Plan and develop systems and procedures to improve the operating quality and efficiency of the department.
- Supervise the maintenance and repair of physical facilitation of all the locations such as machinery, equipment, furniture, plumbing, building, transport, electrical and mechanical, etc.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Ensure procurement and services (transportation, communication, mailing, outdoor, security, housekeeping, etc) are provided according to system while satisfying the needs of all the departments.
- Monitor all the locations of the institution to ensure that it remains safe, secure and well maintained.
- Ensures that all the events of the institution are executed timely according to users requirement.
- Maintain adequate inventory level of stationery, consumables, etc to avoid shortage in supply and demand.
- Conducting periodic market surveys to get updated information on suppliers and products so that maximum benefit could be achieved.

**Knowledge and Skills Requirement**

- Positive attitude and good interpersonal skills
- Good skills in Microsoft Office, internet and reporting skills
- Good time management and organizational skills
- Good decision making and analytical skills
- Able to work under stress to meet tight deadlines and handling multiple tasks
- Good delegating skills

**Experience**

Overall 10 years of experience and minimum 3 years in similar capacity.

**Educational Qualification**

Preferably Masters  
Minimum Graduate