

## Admin Co-ordinator – Job Description

### Key Responsibilities

***Responsible for ensuring smooth operations of administrative function while ensuring strict adherence to company's policies and systems.***

#### **Responsibilities towards Admin function :**

- Develop and implement systems and tools to improve overall general functioning of the office
- Responsible for Facility Management – repair & maintenance, upkeep, neat and clean ambience, parking, security etc., Power Supply/ Energy Consumption- Ensuring uninterrupted power supply, Control on Power consumption etc.
- Coordination with managers on policy, governance issues and implementation
- Coordination with vendors for the efficient running of admin activities as supplies and procurement
- Supervise and verify vendor payments (printing & stationery, courier, rental, TDS Vendor, Repair & Maintenance AMC, etc.), employees' reimbursements, office expenses (imprest) and maintain reports
- Look for insurance, fire extinguisher, lease deed renewals as per the schedule
- Disbursement of cash advances, reconciliation to ensure recovery; Identify areas of revenue leakages and plugging them
- Co-ordination with admin team in maintaining the miscellaneous purchases and running errands for administrative functions
- Has to be punctual and available as needed (in odd office hours also)
- Contributes to team effort by accomplishing related results as needed
- Arranging office events, parties, quarterly meets, offsite, etc., Identification and arrangement of Diwali gifts.
- Co-ordination for ICAI- letters/ correspondences received, new paid assistant, article trainees etc.
- Any related responsibilities as assigned by Managers / superiors

#### **Supervisory Responsibilities towards Front Office / Admin Staff :**

- Supervise Monthly Pantry and Sanitary requirements
- To take care of meeting rooms (Lounge / Conference Room) bookings
- Courier Management - Receive letters, packages, etc. and notify to the concerned persons. Re-courier client's documents (Registered Office Clients of IBA). Responsible for outgoing couriers. Oversee Incoming & Outgoing entry of couriers. Manage AWBs and verify the same with bill.
- Hospitality of clients / internal & external stakeholders - Basic amenities arrangement, ordering lunch / snacks, eatables for clients/auditors etc.,
- Employees' Attendance Management - Calls / Emails / Biometric
- Oversee functioning of office boys including visit tracker of runner

## Requirement

- Graduation/PG with minimum 2-3 years of experience in similar role
- Should have excellent knowledge of Excel, computer skills and excellent organizational skills
- Good presentation skills with ability to lead & manage discussions with Management
- Strong people-networking, communicating, persuading and influencing skills
- Be a self-driven individual with the go-getter attitude, able to do multi-tasking, good communication skills
- Be well-organized and to able to work with a sense of urgency
- Strong commitment to Supportive supervision, staff development, proven value addition to the staff performance/growth

Location: Panchsheel Park, New Delhi

Type of Employment: Full Time

Will prefer candidates staying within 5 kms of the office location.

Work Days & Timings – Mon-Fri (9 AM – 6 PM) + 3<sup>rd</sup> Saturday of the month is working

*(This position requires stretching of office hours on as & when basis)*