

Administration Executive

Roles and Responsibilities

- Contact the vendors and negotiate if necessary
- Ensure security arrangements and safety requirements at the Campus
- Maintain records, registers, google sheets and all documents pertaining to each work.
- Maintenance of housekeeping services and their records.
- Prepare a checklist for housekeeping staff, drivers and monitor them.
- Liaison with local bodies such as government departments and external organizations
- Must have 2-wheeler License, 4 wheeler license preferable.

Qualification

- Any degree
- Proven experience in administration field
- Should have strong convincing and interaction skills