

# Advaithaa Infra – Job Description

## Admin Assistant

**Department:** Administration & Operations

**Reports To:** Admin Manager / HR & Operations Head

**Location:** Corporate Office, Hyderabad (with site coordination as required)

**Employment Type:** Full-time

## 1. Role Overview

The **Admin Assistant** provides comprehensive support to maintain efficient corporate office and site operations through day-to-day administrative management, documentation, procurement coordination, and general support services. The role is vital for ensuring organizational efficiency, professional communication, compliance with procedures, and seamless coordination between corporate and project site teams. This position supports Advaithaa Infra's growing operations across multiple projects and locations.

## 2. Key Responsibilities

### A. Office Administration and Facility Management

- Manage office upkeep, supplies, stationery, equipment, and facilities maintenance.
- Coordinate with vendors for office utilities, housekeeping, security, courier services, and internet/telecom support.
- Maintain office expense records, petty cash management, and monthly administrative budgets.
- Organize meetings, appointments, conference room bookings, and company events.
- Monitor and report maintenance issues; coordinate timely resolution with vendors.
- Maintain office safety and security protocols; ensure compliance with workplace guidelines.
- Support office administration including front desk operations, visitor management, and phone coordination.

### B. Documentation, Record Management, and Compliance

- Prepare, maintain, and organize administrative records including employee attendance, movement registers, and access logs.
- Establish and manage filing systems (both physical and digital) for letters, circulars, approvals, contracts, and correspondence.
- Maintain version control and ensure proper archival of important documents.
- Coordinate with HR for employee joining formalities, ID card issuance, and access control.
- Assist in document management for compliance purposes (audit trails, retention policies).
- Handle communication between corporate office and project sites for administrative and logistics matters.
- Support document scanning, digitization, and database organization for easy retrieval.

## **C. Procurement and Vendor Coordination**

- Assist in collecting quotations, preparing purchase requests, and comparing vendor bids.
- Maintain vendor databases and contact lists; track vendor performance and ratings.
- Follow up on delivery of goods and services as per purchase orders and timelines.
- Verify vendor invoices, bills, and delivery documents; forward to Accounts Department for payment.
- Coordinate with vendors for order amendments, returns, and complaint resolution.
- Support procurement documentation and maintain purchase records.

## **D. Travel, Transportation, and Logistics Management**

- Support travel and accommodation arrangements for employees and guests, including flight/hotel bookings.
- Maintain vehicle logbooks, fuel consumption records, maintenance schedules, and driver documentation.
- Coordinate travel reimbursement claims and maintain travel expense files.
- Manage transportation schedules with drivers and coordinate logistics with site supervisors.
- Maintain guest house/accommodation facilities and ensure readiness for visiting personnel.
- Track travel requisitions and ensure compliance with company travel policies.

## **E. Site Administration Support**

- Serve as point of contact for site administrative needs and material coordination.

- Prepare daily site reports, site meeting minutes, and administrative summaries.
- Maintain site registers including visitor logs, material delivery records, and site safety logs.
- Coordinate with site supervisors for logistics, equipment movement, and resource requirements.
- Support site office operations and ensure availability of supplies and materials.
- Assist in organizing site-level events, inductions, and safety briefings.

## F. Miscellaneous Administrative Support

- Perform data entry, typing, and document preparation tasks.
  - Support HR with employee-related administrative tasks (leave applications, payroll coordination).
  - Assist in preparing meeting agendas, minutes, and follow-up actions.
  - Maintain calendars and scheduling for management personnel.
  - Support company communication including internal circulars, announcements, and notices.
  - Ensure confidentiality of sensitive information and maintain professional discretion.
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## 3. Key Skills and Competencies

- **Office Administration Knowledge:** Good understanding of office administration procedures, facility management, and standard office practices.
- **Documentation and Organization:** Strong skills in document management, filing systems, record-keeping, and data organization.
- **Procurement Support:** Basic knowledge of procurement procedures, vendor management, and purchase order processing.
- **Technical Proficiency:** Proficiency in MS Office (Word, Excel, PowerPoint, Outlook), email management, and basic computer operations.
- **Communication:** Clear and professional written and verbal communication skills; excellent coordination and follow-up abilities.
- **Organizational Skills:** Strong organizational abilities with attention to detail; ability to manage multiple tasks and prioritize effectively.
- **Multi-tasking:** Ability to handle diverse administrative tasks in a fast-paced environment while maintaining quality.
- **Vendor Coordination:** Ability to communicate effectively with vendors and external stakeholders.
- **Discretion and Confidentiality:** Strong sense of confidentiality and professional judgment in handling sensitive information.
- **Site Operations Awareness:** Understanding of construction/infrastructure site operations and coordination requirements (preferred).

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## 4. Qualifications and Experience

- **Education:** Graduate in Commerce, Business Administration, Arts, or any related discipline.
  - **Experience:** 2–5 years in office administration, facility management, operations support, or administrative services, preferably in real estate, construction, or infrastructure companies.
  - **Technical Skills:** Proficiency in MS Office applications and general computer operations.
  - **Language Skills:** Fluency in English; knowledge of Telugu and Hindi preferred.
  - **Driving License:** Valid driving license is preferred for site visits and logistics coordination.
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## 5. Work Conditions and Growth Opportunities

- **Work Schedule:** Monday to Saturday (2<sup>nd</sup> and 4<sup>th</sup> Saturday Half days).
  - **Location:** Corporate Office, Hyderabad with regular site visits for coordination and support.
  - **Travel:** Occasional travel to project sites for administrative support and logistics coordination.
  - **Career Progression:** Eligible for promotion to **Admin Executive, Admin Officer, or Admin Manager** roles based on performance, skill development, and operational responsibilities.
  - **Professional Development:** Opportunity to expand expertise in corporate administration, site management, and operations as Advaithaa Infra expands its project portfolio.
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## 6. Compensation and Benefits

- **CTC Range:** As per Industry norms (based on experience and skill set).
  - **Additional Benefits:** Travel allowance, performance incentives, and benefits as per company policy.
  - **Performance Incentives:** Recognition and bonuses for efficient operations, timely task completion, and cost-effective vendor management.
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## 7. Personal Attributes and Personality Profile

- Responsible, courteous, and professional in behavior and communication.
  - Reliable, proactive, and detail-oriented with commitment to accuracy.
  - Positive attitude toward teamwork and collaboration with all departments.
  - Strong sense of confidentiality and professional discretion.
  - Disciplined, organized, and committed to maintaining high standards of work.
  - Flexible and adaptable to changing operational needs and priorities.
  - Customer service mindset with willingness to support colleagues and visitors professionally.
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## 8. Core Values Alignment

Every administrative function at Advaithaa Infra must reflect:

- **Integrity** – Professional conduct in handling office matters; ethical management of company resources and vendor relationships.
- **Commitment** – Dedication to efficient office operations, timely task completion, and supporting company objectives.
- **Growth** – Continuous improvement in administrative processes, learning new systems, and contributing to operational excellence as the company scales.