**JOB DESCRIPTION**

**Company Profile:**

**Juno Bitumix Pvt. Ltd**. is a premium manufacturer and supplier of a wide portfolio of bituminous products. Since our inception in 2009, we have consistently been one of the fastest growing players in this industry primarily due to our sound management principles. With an annual capacity of producing 1.25 lakh metric tons our company has industry-leading manufacturing infrastructure with most technology-advanced imported machinery to produce highest quality and best performing products. We are an ISO 9001:2008 compliant organization for last several years. We focus single-mindedly on building value for our esteemed customers through our unique client management system. We procure best quality ingredients for our products from the most reputed government refineries and private suppliers.

**The Opportunity:**

The FOE cum Admin Executive is responsible for the majority of administrative duties in the company. This person will manage employee records, organize files, answer phone calls, and provide support for the entire company. As FOE cum Admin, the ideal candidate will be highly organized and able to handle official records and expenses.

**Key Responsibility areas**:

We are looking for a FOE cum Admin to join our team and support the day-to-day activities.

Your work is specialized and the exact tasks carried out vary depending on the nature of the employing organization. You may be involved in some or all of the following:

* Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed
* Creating, updating, and maintaining records and databases
* Updating office policies and procedures
* Scheduling company calendar and updating as needed
* Preparing reports on expenses, office budgets, and other expenditures
* Supporting department managers, staff.
* Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets
* Coordinating office and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.).
* Organizing special functions and social events
* Preparing correspondence, documentation, or presentation materials

**FOE cum Admin Requirements:-**

* Excellent written and verbal communication skills
* Excellent time management skills; ability to prioritize
* Willingness to learn and to grow with the company and motivated to take on additional projects and solve problems
* Self-directed and able to work without supervision
* Comfortable in both a leadership and team-player role, manages team members, leads assistant meetings, and supervises when needed
* Prior experience as foe, office assistant, office administrator, or handling administrative responsibilities in a related field
* Highly organized multi-tasker who works well in a fast-paced environment
* Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars a must

**Education-**

Any Graduation Degree - Any Specialization, Diploma - Any Specialization

PG: Post Graduation Not Required

Doctorate: Doctorate Not Required

**Experience**:

3 to 4 years in preferred field.

**Key Competitors**:

Hincol, Shell, AR Thermostats, Tiki Tar, Tina Overseas, MBD, Petrochem Specialties, Jalnidhi Bitumen, ART Infra, STP, Shiva Asphalt.

**Location**:

Ranchi

**Salary:**

8-10K Maximum

**Organization**:



Juno Bitumix Pvt. Ltd.

C25, 9B, II Floor

Stellar IT Parks

Sec- 62, Noida