

Job Description

Assistant Manager-Administration

GENERAL

Location: Ranchi

Type of Employment: Contractual for 1 year, renewable basis project requirements

Reporting to: Regional Senior Manager

1. JOB PURPOSE

The Assistant Manager-Admin would be mainly responsible for maintaining the offices across the region, fleet management and other rule records/registers, upkeep of as, sets, and vendor management.

KEY ACCOUNTABILITIES

- Checking & verification of Bills and Expenditures.
- Plan and coordinate various purchases and procurement for regional as well as field offices/guest houses
- Coordinate and plan with Project team for the commissioning of various new offices across the region.
- Develop SOP for office administration and vendor management for the region.
- Regional office administration
- Fleet Management: Schedule service tracking of all MMUs in the region, coordinate and develop vendors for service of MMUs to avoid breakdown, monitor the offroad to onroad TAT, cost-saving analysis, Management of insurance and fitness of Van, fleet card and fuel management, Warranty claim settlement of tyre & battery, Organise driver training & skill enhancement program.
- Liaison with all field offices and monitor the upkeep of assets/rent payments/electricity payments/breakdowns etc
- Charting comparatives, Purchase/work orders, and vendor management
- Maintaining asset checklists, and their upkeep across the region
- Data analysis of fuel management and medicine management across the region
- Support logistic arrangements for Travel, Meetings, Workshop and Events
- Regular follow-up with consultants and vendors for timely submission of Bills and Reports.
- Liaison between Regional office and other Field offices in the region on admin matters, providing advice and support.
- Maintaining and updating administrative files with necessary confidentiality wherever required.

- Organising interviews and providing support to selection panel in the organisation of evaluation and recruitment procedures.
- Carrying out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of THF's work, such as substituting for absent colleagues, carrying out other administrative tasks, etc..

2. Other Indicative Requirements

Educational Qualifications	<ul style="list-style-type: none"> • Graduate/Post Graduate and at least 8-10 years of experience in Administration
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> • Efficient in handling admin office work and computer proficiency (particularly in Microsoft Word and Excel). • Experience in Fleet management and vehicle maintenance • Preference will be given to those having experience in NGO or development sector. • Must be able to adhere to deadlines. • Good interpersonal and communication (verbal & written) skills, fluency in written and spoken English and Hindi are required. • Must be comfortable in a highly collaborative, consensus-oriented environment. • The ideal candidate will be creative, highly motivated and able to operate effectively in multidimensional team under pressure.

How To Apply

Interested candidates can share their updated cv on contact@pmspl.net.in mentioning the name of the position in the subject line.