

JOB DESCRIPTION

Job Title: Administrative Executive/Manager

Department: Administration

Location: Minto Park, Kolkata

Reports To: CFO

Employment Type: Full-time

Job Summary:

Administrative Manager to oversee all aspects of administrative operations across the organization. This role requires a strategic thinker who can implement systems, manage office infrastructure, support cross-functional teams, and ensure that all administrative processes contribute to operational efficiency and organizational success.

The ideal candidate will have a strong background in office administration, vendor and facilities management, team supervision, and cross-departmental coordination.

Key Responsibilities:

1. Office Operations Management

Oversee day-to-day office operations across multiple departments or locations.

Develop, implement, and maintain office administrative systems, policies, and procedures.

Monitor and maintain office equipment and ensure timely repairs or replacements.

Ensure a clean, safe, and productive work environment by managing office cleanliness, workspace allocation, and workplace health and safety compliance.

2. Team Supervision and Development

Lead and supervise a team of administrative staff, including office assistants, Front Office and support staff.

Assign roles, delegate responsibilities, and monitor performance.

Conduct regular training and performance reviews; identify skill gaps and organize development plans.

Foster a professional and supportive team culture.

3. Facility, Asset & Housekeeping Management

Office & Utilities Maintenance:

Oversee day-to-day maintenance of office infrastructure, including HVAC, electrical, plumbing, and other utilities.

Ensure smooth operation of all facilities, minimizing downtime and disruptions.

Monitor and maintain office equipment, fixtures, and furniture in good working condition.

Safety & Security:

Implement and monitor security protocols for personnel and assets.

Maintain fire safety measures, conduct periodic drills, and manage emergency response plans.

Ensure compliance with workplace safety regulations, health, and environmental standards.

Asset Management:

Maintain a comprehensive inventory of all fixed assets, including furniture, IT equipment, and office

appliances.

Track asset life-cycle, coordinate repairs, replacements, and upgrades with IT, procurement, or external vendors.

Maintain records for asset acquisition, disposal, and depreciation.

Housekeeping Supervision & Maintenance:

Supervise housekeeping staff to ensure cleanliness and hygiene across all office areas, including workstations, meeting rooms, restrooms, and common areas.

Monitor cleaning schedules, laundry, waste management, and pest control services.

Ensure availability and proper maintenance of housekeeping equipment and consumables.

Conduct periodic inspections and audits to maintain high standards of hygiene and organization.

Administrative Reporting & Coordination:

Prepare and maintain various administrative reports, including:

Utility consumption and cost reports - Track and record monthly consumption of electricity, water, diesel (for DG sets), and other utilities used across office premises.

Digital and physical records of all utility bills, receipts, and payment proofs.

Monthly utility cost dashboards and submit them to management for review.

Security and incident reports

Housekeeping and cleaning schedules

Vendor and service provider performance reports

Submit timely reports to management for review and decision-making.

Coordinate with internal departments, vendors, and contractors to ensure smooth facility operations and compliance with service level agreements (SLAs).

4. Vendor and Contract Management

Manage relationships with external vendors and service providers (e.g., housekeeping, security, stationery, courier, etc.).

Review and negotiate contracts, ensuring terms are cost-effective and services are delivered as agreed.

Maintain a vendor database and ensure timely renewals and compliance.

5. Procurement and Inventory Control

Manage procurement of office supplies, equipment, and consumables.

Develop and monitor budgets for administrative purchases and ensure cost efficiency.

Maintain inventory logs, track usage, and implement reordering systems.

6. Compliance and Documentation

Ensure adherence to internal policies and external legal or regulatory requirements.

Maintain accurate records related to administration: lease agreements, service contracts, office licenses, etc.

Coordinate audits, inspections, and compliance checks related to facilities and administration.

7. Travel and Event Coordination

Manage travel arrangements including flight bookings, accommodations, transportation, and travel reimbursements.

Organize company events, meetings, off-sites, and conferences; handle logistics and administrative support.

8. Budgeting and Reporting

Develop and monitor the administration department budget.

Prepare monthly, quarterly, and annual reports on administrative costs, efficiency improvements, and team performance.

Recommend cost-saving initiatives and resource optimization strategies.

Qualifications and Skills:

Education:

Bachelor's degree in Business Administration, Management, Facilities Management, or a related field.

A Masters Degree or diploma in Office Management / Operations (preferred but not mandatory).

Experience:

Minimum **512 years of progressive experience** in administrative or office management roles, with at least **3 years in a supervisory capacity**.

Experience in managing multi-location offices or a large team is highly desirable.

Technical Skills:

Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

Familiarity with office management software, ERP systems (e.g., SAP, Oracle, Zoho), and digital procurement tools.

Knowledge of local labour laws, office safety norms, and compliance regulations.

Soft Skills:

Strong leadership, team-building, and interpersonal skills.

Excellent verbal and written communication skills.

High attention to detail with excellent organizational and problem-solving abilities.

Ability to multitask and prioritize in a fast-paced environment.

Discreet, trustworthy, and able to handle confidential information professionally.

Salary and Benefits:

- **Salary Range:** 30 to 45 K
- Performance-based incentives and annual appraisals.
- Opportunities for training and professional development.

Role: Head - Administration

Industry Type: NBFC

Department: Administration & Facilities

Employment Type: Full Time, Permanent

Role Category: Administration

Education

UG: Any Graduate

PG: MBA/PGDM in Any Specialization

Key Skills

Skills highlighted with are preferred keyskill

Administrative Operations-vendor& Stakeholder Management-facility Management

Vehicle Management-office Administration-problem-solving Travel Management Vendor

CoordinationMultitaskingSecurity Management-record Keeping &Documentation-housekeeping Management