

Job Description

Job Title : Admin Officer / Jr. Admin officer **Location** : Patiala
Reports to : Head of Administration

Main Purpose

Responsible to manage administrative processes and systems of areas encompassing security, housekeeping etc. while ensuring cost minimization, statutory adherence and maximization of effectiveness of work-place services.

Qualification	Any Graduation with MBA. Armed forces candidates can apply with Associate Degree.
Experience	Minimum 10 years' experience in Administrative roles. Minimum 20 years for Armed Forces candidates.
Competency	<ul style="list-style-type: none">• Strong interpersonal skills, including influencing and networking• Excellent communication skills; both written and verbal• Persuasiveness and assertiveness• Strong commercial acumen.• Leadership & ability to work in teams.• Ability to respond effectively to the needs of a diverse and demanding staff & student population

Specific Accountability & Job Responsibility

- Responsibilities of Administration to include monitoring of security & housekeeping.
- To ensure the completion of security & housekeeping activities in time by interacting with the outsourced staff. If required, escalating the matter to Head of Admin based on the requirement.
- Ensure safety and security of all boarders at all times.
- To ensure maintenance of discipline in the campus.
- To ensure an atmosphere of peace and harmony of all the residents/occupants on campus.
- To ensure housekeeping and cleaning of the premises.
- Responsible for addressing medical/social emergencies.
- Be a point of contact between the administration department with other departments and other outside public offices.
- Judicious & timely allotment of university resources like halls & auditoriums.
- Conduct regular checks on lower staff & highlight any issues to the Head of Administration.
- Assist the Head of Administration in management of daily affairs.
- Assist the Head of Administration in smooth conduct of university events.
- Liaise with police & other officials as instructed from time to time.
- Any other duties as may be directed by the Head of Administration.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by 25th Feb 23