

Job Description

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

Main Purpose

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

Qualification	Any Graduation with MBA. Candidates from Armed Forces can also apply
Experience	About 8-12 years of experience in Administrative roles.
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.
- Monitor the quality of food being provided in the mess.
- Ensure safety and security of all boarders at all times.
- To ensure maintenance of discipline in and around the Hostels.
- To ensure an atmosphere of peace and harmony of all the inmates on campus.
- To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- To ensure housekeeping and cleaning of the premises.
- Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel blocks.
- Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
- Be a point of contact with parents, who are kept informed by reports and informal contact.
- To ensure the completion of maintenance activities in time by interacting with the maintenance division. If required escalating the matter at warden or chief warden based on the requirement
- To ensure that the wardens/caretakers are reporting in time and doing the assigned duties.
- Responsible for student's discipline within the department, including following institute's code of conduct.
- Complying to Hostel's policy.

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 **10th Feb 2022**