

**Position:** Admin Officer  
**Department:** Administration  
**Location:** New Delhi  
**Job Type:** Full Time

### **Position Overview**

The Admin Officer will oversee day-to-day administrative operations, including office management, vendor coordination, procurement, facilities, documentation, and logistics, ensuring smooth and efficient functioning of the organisation.

### **Required Qualifications & Skills**

- Graduate in any discipline; additional qualification in Administration/Management will be an advantage.
- 3–5 years of relevant experience in administration, office management, or a similar role.
- Good communication and interpersonal skills.
- Strong organisational and coordination abilities.
- Good working knowledge of MS Office and Excel.
- Ability to manage multiple tasks and meet deadlines.
- Strong attention to detail and record-keeping skills.
- Ability to coordinate effectively with staff, vendors, and external stakeholders.
- Professional, responsible, and solution-oriented approach.

### **Key Competencies**

- Office & Facility Management
- Vendor & Procurement Coordination
- Documentation & Record Management
- Event & Meeting Coordination
- Communication & Coordination
- Time Management
- Problem Solving
- Confidentiality & Professionalism

### **Key Responsibility Areas**

- Manage day-to-day administrative activities (manage office records, documents, files, registers, administrative databases) and handle office maintenance, housekeeping, security, and other facility-related requirements.
- Coordinate office requirements, including stationery, supplies, equipment, and general facilities.
- Coordinate with vendors, service providers, and building/facility management.
- Manage incoming and outgoing correspondence, courier, and dispatch activities.

- Coordinate travel arrangements, including ticket bookings, vehicle arrangements, and accommodation, also managing meeting arrangements and logistics.
- Coordinate internal meetings, events, workshops, and other organisational activities.
- Ensure timely processing of administrative expenses, bills, invoices, and supporting documents.
- Assist in procurement activities and maintain records of purchases and inventory.
- Ensure timely renewal and maintenance of office-related contracts, licences, and subscriptions.
- Maintain confidentiality of organisational and employee-related information.
- Ensure compliance with organisational administrative policies and procedures.

Please share your resume at: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)