

Assistant Manager – Admin

Reporting to: Sr Manager or Director - HR & Admin

The Organization is not for profit organization founded by Ronnie and Zarina Screwvala, It operates with the single-minded focus of empowering rural India. Our vision is rural empowerment through best practices, modern technology, and values.

We are looking for an **Assistant Manager- Admin** in our Human Resources and Admin department.

Location: Nashik /Raigad, Maharashtra.

Role Overview:

The Administrative Manager is responsible for overseeing all administrative operations, ensuring employee satisfaction, optimizing resources, managing the admin team, vendor relationships, implementing cost-saving initiatives, event planning, reporting & analytics, grievance handling, and supporting HR functions. This role requires strong leadership, excellent verbal and written communication, proactive approach, analytical skills.

Roles & Responsibilities

A) Employee Satisfaction & Engagement:

- Foster a positive work environment and high levels of employee morale.
- Plan and execute employee engagement activities and initiatives.
- Conduct periodic employee satisfaction surveys and analyze results.

B) Resource Optimization:

- Streamline administrative processes for efficient resource utilization.
- Identify areas for cost savings and implement optimization strategies.
- Manage office supplies, equipment, and facilities effectively.

C) Admin Team Management:

- Oversee and mentor the administrative staff including drivers and office assistants.
- Ensure smooth office operations and maintain a happy and organized workplace.
- Provide training and development opportunities for the admin team.

D) Travel & Hospitality Management:

- Coordinate all travel arrangements and hotel bookings.
- Negotiate favorable rates with new vendors and ensure adherence to travel policies.
- Manage the travel/hospitality helpdesk tool for employee requests, closing of all open request within TAT.

E) Vendor Management:

- Establish and maintain relationships with key administrative vendors.
- Oversee vendor onboarding, and vendor management for respective services.

- Implement cost-benefit analysis for vendor selection and renewals.

F) Cost Savings & New Initiatives:

- Continuously identify opportunities for cost optimization
- Evaluate and implement new processes/technologies for operational efficiency.
- Spearhead special initiatives focused on streamlining operations.

G) Reporting, Analytics & Automation:

- Generate comprehensive monthly/quarterly administrative reports and dashboards.
- Analyze data and provide actionable insights to support decision-making.
- Explore and implement administrative automation tools and technologies.

H) HR Support:

- Assist in recruitment activities, candidate screenings, and onboarding.
- Coordinate employee induction programs and training sessions.
- Design and review KRAs (Key Result Areas) aligned with organizational goals.
- Support strategic HR planning through data analysis and reporting.

I) Event Management:

- Plan and execute corporate events like R&R, Sports event, HOD field meetings, and conferences.
- Coordinate logistics, venue selection, vendor management for events.
- Ensure adherence to event budgets and timelines.

J) Other Responsibilities:

- Address and resolve employee grievances promptly and effectively.
- Prepare and manage the annual administrative budget and expenses.
- Perform other ad-hoc duties and special assignments as required.

Qualifications & Other Skills required.

- Bachelor's degree in business administration or related field
- 8-10 years of progressive experience in administrative/office management roles
- Strong leadership, communication, and interpersonal abilities
- Excellent organizational, multitasking, pro-active and problem-solving skills
- Expert in MS Office, Specific in MS Excel, MS PowerPoint.
- Knowledge of Admin and HR practices, policies.
- Analytical mindset with a focus on continuous process improvement

Interested candidate please send your cv at:

contact@pmspl.net.in