

<b>Position</b>	<b>Deputy General Manager-Office Administration</b>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Engineering Graduate</li> <li>• Diploma / MBA in Human Resources/Personnel Management/Business or similar course Administration from an AICTE/UGC recognized institute.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 20 years of proven experience in office Administration function.</li> <li>• At least 10 years' experience in core Administrative functions in Higher/ Middle Management position in an organisation.</li> <li>• An analytical mind with problem-solving skill</li> <li>• In-depth understanding of office management procedures and departmental and legal policies</li> </ul>
<b>Age</b>	Up to 57 years
<b>Salary (CTC PA)</b>	Rs. 20.50 lakhs (Approx)
<b>Reporting To</b>	Managing Director/ General Manager (Administration)
<b>Engagement Type</b>	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal or until attaining the age of 60 years whichever is earlier. Interested candidate may apply in strict confidence to hrd@webel-india.com
<b>Job Roles and Responsibilities</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure optimum availability of office supplies &amp; stationery.</li> <li>• Ensure cleanliness, beautification and aesthetics of premises of WBEIDC.</li> <li>• Management of vendors and other agencies (to whom Office Administration and Facility Management activities are outsourced).</li> <li>• Ensure maintenance of records of various aspects of Facility Management.</li> <li>• Oversee Fleet Management of hired cars/vehicles of WBEIDC.</li> <li>• Oversee Tour/ Travel management of WBEIDC employees (booking of Air/ Train Tickets and hotels).</li> <li>• Assessment and control of Health &amp; Safety hazards of the employees at various offices, IT Parks and other establishments of WBEIDC.</li> <li>• Ensure conduct of Fire Safety drills at various WBEIDC locations and IT Parks.</li> <li>• Ensure protection and security of WBEIDC properties and premises; and ensuring the safety of employees and other stakeholders working in the WBEIDC premises.</li> <li>• Ensure theft/crime prevention and enable investigation in case of an untoward incident.</li> <li>• Ensure access control through Biometric attendance systems and issue of ID Cards/ Passes/ Permissions for various purposes.</li> <li>• Liaising with the District administration and Police.</li> <li>• Any other assignments as directed by management in course of duty</li> </ul>