

Position	Assistant Manager-Administration
Essential Educational Qualifications	<ul style="list-style-type: none"> • Graduate (in any stream) • Diploma / MBA in Human Resources/Personnel Management/Business or similar course Administration from an AICTE/UGC recognized institute. • Candidate having above qualifications with LLB degree shall be given preference
Essential Experience	<ul style="list-style-type: none"> • Total experience of 8-15 years out of which at least 5 years in core Office Administration.
Age	Up to 55 years (for suitable candidates age limit may be relaxed)
Salary & Benefits	Rs, 10.75 lakhs (approx.)
Desired Exposure	<ul style="list-style-type: none"> • Working experience in Office Administration and HR • Knowledge of Administration/HR systems and databases • Exposure to IR, Welfare, Union/ Association activities/facility management • Proficiency in Computer operation
Reporting relationships	<ul style="list-style-type: none"> • Deputy General Manager – Administration /Reporting Manager concerned
Engagement Type	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
Job Roles and Responsibilities	<ul style="list-style-type: none"> • Ensure optimum availability of office supplies & stationery. • Ensure cleanliness, beautification and aesthetics of premises of WBEIDC. • Management of vendors and other agencies (to whom Office Administration and Facility Management activities are outsourced). • Ensure maintenance of records of various aspects of Facility Management. • Oversee Fleet Management of hired cars/vehicles of WBEIDC. • Oversee Tour/ Travel management of WBEIDC employees (booking of Air/ Train Tickets and hotels). • Assessment and control of Health & Safety hazards of the employees at various offices, IT Parks and other establishments of WBEIDC. • Ensure conduct of Fire Safety drills at various WBEIDC locations and IT Parks. • Ensure protection and security of WBEIDC properties and premises; and ensuring the safety of employees and other stakeholders working in the WBEIDC premises. • Ensure theft/crime prevention and enable investigation in case of an untoward incident. • Ensure access control through Biometric attendance systems and issue of ID Cards/ Passes/ Permissions for various purposes. • Liaising with the District administration and Police.

	<ul style="list-style-type: none">• Any other assignments as directed by management in course of duty• Organizing event management
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