



Position: Admin Officer (Grade II&III)

| Minimum Qualification | Post Qualification Experience | Max Age (Years) | Job/Description/Key Result Areas |
|--|-------------------------------|-----------------|---|
| <ul style="list-style-type: none"> • MBA • M.A. • M.Sc • M.Com • LLB • BBA(4yrs) | 1 to 3 years (Minimum) | 35 | <ul style="list-style-type: none"> • Provide administrative support and ensure disciplined work environment • Deal with establishment functions including processing of leave, attendance, overtime, etc. • Ensure provision of quality logistics services including transport, janitorial, passage, leasing, communication and security services as per Company policies • Ensure provision of welfare services including medical, attendance, sports galas, etc. • Assist in planning and control of budget for all administrative functions |

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player
- Problem Solving & Analytical Skills