

**Position: Chief Admin Officer (Grade VII)**

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) or equivalent	Minimum 14yrs	47yrs	<ul style="list-style-type: none">• Provide administrative support and ensure disciplined work environment.• Manage establishment functions including processing of leaves, attendance, overtime, etc.• Ensure provision of quality medical, transport, janitorial and security services as per Company policies.• 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
 - Planning & Execution Skills
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