

**Administration Head: (01-POST)**

Name of the Post	Administration Head
Location	Nagpur
Job Description	<ul style="list-style-type: none"><li>• Good oral and written English communication skills</li><li>• Oversees and administers the day- to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.</li><li>• Supervises the work of employees in supporting roles, including assigning, workload, and monitoring employee performance.</li><li>• Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.</li><li>• Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.</li><li>• Organising events at location</li><li>• Liasoning for transport, stationery equipment and laboratory requirements</li><li>• Responsible for all office administration related needs of teaching and non-teaching staff</li><li>• Leave record keeping and attendance monitoring</li><li>• Overseeing housekeeping agency and recruitment agency</li><li>• Performs miscellaneous job-related duties as assigned</li></ul>
Qualification & Experience	<ol style="list-style-type: none"><li>1. Bachelor's degree/Master's degree</li><li>2. Marathi drafting, Administration Processes, liaising with Government of Maharashtra), Understanding of preparations of proposals / letters, administrative file preparations, record maintenance etc.</li><li>3. Preference will be given to the candidates who has experience of working any of the department of Government of Maharashtra /retired from Government of Maharashtra.</li></ol>
Salary	INR 56,000/- per month [Consolidated]

Mumbai- 400 001

Date : 27/09/2024

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Registrar.