**Senior Manager-Admin**

**Job Specification**

* **Designation:**Senior Manager-Admin
* **Experience:**4-12 years
* **Function/Department:**Admin
* **Location:**Lower Parel (Mumbai)

**Job Description:**

**Property Management**

* Identifying Property on Lease / Rental / ownership to fulfil long term & short term Goals of Management. Check the title clearance & ownerships.
* Mapping & planning the setup plans with Furniture & fixtures layout.
* Identifying the best interior decorators for maintenance as well renovation.
* Experience of dealing with various Service Provider for office furniture, HVAC systems, UPS & DG set commissioning, which includes inviting quotations, finalizing the budget,
* Dealing with Owners & Landlords - For various issues real estate, registration of L&L agreements, society offices, annual rent escalations, Maintenance & facilities agreement etc.

**Administration & Facility Management –** Provide Administrative Support & Supply corporate office, branches, warehouse & guest house.

**Office Management,**Maintain Moveable / Immoveable Company Assets, Maintenance, and upkeep decorum of the office by implementing best practices, policies & process. Smooth operation equipped with a pantry / cafeteria place. Ensure & upkeep the Hygienic environment & functional equipment. Ensure & enable risk & safety devices.

**Maintenance:** Ensure the active & functional communication of media & other office systems (i.e. Telecommunication, Air Conditions, UPS, Scanners, Air Purifiers, Printers as well as conference devices and all other equipment.

**Maintain AMC & CMC –** Handle AMC & CMC for office equipment & SLA Contracts

**Vendors Management –**Purchase & Procurement

* Understand the Business Need / Departmental Request & Requirement
* Scrutinize & Selection of Vendor - Search New Or Develop Existing vendors to achieve Business
* Doing Comparative Analysis & Negotiations & drafting Work / Purchase Order.
* Handling Procurement & preparing yearly planner for Material required for Dispatch.
* Developed Existing vendors by evolution, ensuring bes

**Travel Desk Management**

* Handling Travel Management – Booking Hotels & Air / Rail Tickets - Booking Tickets Hotel - Online as well as through Travel Agents. Rental Cars / Buses for events and as per the requirements.
* As well as making tie ups & contracts with hotels/guest houses/serviced apartments for accommodations at our branch locations.

**Others:**

Manage Housekeeping Services, Health Insurance services, Crisis Management and any other work required by Business in a Timely manner.