

**POSITION: Manager People Support (Administration)**

**LOCATION: Mumbai**

**DESCRIPTION:** Manager -Administration is responsible for providing all administrative support at Bright Future centers and to employees and for catering to the requirement of daily office needs. Doing so creates an enabling work environment for Bright Future staff to deliver in their focus areas.

**RESPONSIBILITIES:**

**Administrative Processes:**

- Ensure that the administrative policies and processes are followed by the team
- Suggest the process improvements towards better quality and efficiency necessary for the function.

**Facilities and Services Management:**

- Mapping Administrative need for each function and create a support calendar
- Identifying and setting up new office, new YDTC centers
- Agreements (new/renewal) with vendors
- Manage facilities and housekeeping in all locations (AMCs, maintenance, repairs etc.)
- Ensure that all services like Networking Systems (Computers/ Printer), Water Purifier, Air conditioners, Fire extinguisher, Inverters, Attendance Software/Biometric machines, CCTV Cameras, TV / Music systems / LCD / Projector, electrical fittings /fixtures, window panes, ceiling fans etc. maintenance are up to date and no downtime noticed
- Ensure that safety norms are met in all office locations of BF and necessary training have been given to employees (Fire-drills etc.)

**Procurement, Store and vendor management**

- Procurement, Store and vendor management
- Ensure that the stationery requirements are checked, ordered, stored and maintained well
- Ensure that all POs are submitted to the Finance department for further payment processes within the decided timelines
- Prepare and submit the analysis of purchases to the reporting manager.

**Assets management and Control**

- Monthly audits and audit reports

- Ensure that all assets are recorded and accounted for with all the processes required as per the guidelines.
- Administer the Disposal of scrap Material of all centre locations and HO
- Ensure that the office space and all equipment are covered under insurance with best service provider

### **Travel Management and Events**

- Oversee and coordinate for travel related to outstation travel
- Manage and execute all events of the organization in collaboration

### **Mobile Phone / Internet Management for Employees**

- Ensure that the required internet services are provided in centers/offices as per the requirements and policy guidelines
- Ensure that employees are given SIM cards within the decided time and explain the usage of the same
- Analyse the cell phone bill account monthly and ensure that staff are billed for private usage and send the analysis to the Head HR & Admin

### **Other responsibilities**

- Recruit, train and supervise the teams
- Weekly Reporting to the Manager on all activities and deliverables

**COMPENSATION:** Best in the Industry

**REQUIRED QUALIFICATIONS AND EXPERIENCE:** Graduate /Masters with minimum 6 years work experience and at least 2 years of experience in managing teams

### **REQUIRED KNOWLEDGE & SKILLS**

- Good communication skills (oral and written); knowledge of English, Hindi and local language
- Negotiation skills
- Time Management, Ability to multitask and prioritize daily workload
- Problem-Solving Skills
- MS office knowledge