



Department of Administration

Job Title:

Manager/ Senior Manager

Reporting to:

President

Brief of Job Profile:

The Manager/ Senior Manager will be responsible for planning, coordinating and supervising administrative functions to ensure efficient operations and effective administration support to the University. The role involves people management, infrastructure coordination, and continuous process improvement to support smooth academic and non-academic activities.

Roles & Responsibilities:

- Manage day-to-day administrative tasks and office operations
- Manage office facilities, housekeeping, security, transport and general maintenance
- Ensure safety and security of the University
- Coordinate VIP visits, board meetings, statutory body meetings, University events, workshops, ceremonies, conferences, training programs, and other academic & campus activities
- Handle logistics, seating, registrations, hospitality and support arrangements
- Support admission, examination and student service activities
- Facilitate communication between departments and administrative leadership
- Maintain records of assets, inventories, consumables, licenses, and compliance reports
- Maintain documentation pertaining to the administrative department viz files, notices, minutes, circulars and internal communications, records and reports
- Prepare Budget for Administration Department
- Coordinate with vendors, service providers, and external agencies related to administration duties viz handle agreements/MoUs for outsourced services, Job orders/Contracts, AMCs and ensure legal compliance.
- Ensure fire safety, disaster management systems, first-aid facilities, and annual statutory certifications.
- Liaise with government bodies—local authorities, police, fire department, labour department, and pollution control board.
- Follow up on vendor payments with Finance department
- Maintain administrative systems, processes, SOPs and records
- Ensure compliance with University guidelines and policies
- All other duties assigned by the Registrar/OSD/President



Required Skills & Competencies

- Strong Administrative and Organizational Skills.
- Good Communication Skills (verbal & written).
- Proficiency in MS Office and Office Management Software.
- Ability to draft letters, notices, minutes and reports.
- Problem-solving, Multitasking and Time-Management Skills.
- Professional behaviour, integrity, confidentiality and teamwork.
- Ability to work under pressure and meet deadlines

Qualifications & Experience

- Bachelor's/Master's Degree in any discipline, a management degree is preferred.
- 10–15 years of experience in administrative roles, out of which minimum 8 years of experience at University level.
- Good experience of handling Transportation, Security & Housekeeping staff at University level.
- Good experience of planning and managing University Events, Meetings, Workshops, Conferences, Ceremonies Management.
- Good experience in supporting University's NAAC accreditation process
- Experience in managing teams, vendors, budgets, and large facilities at University level.