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| **Designation:** | Deputy General Manager- Administration  |
| **Job Department:** | Administration |
| **Experience:** | 10+ Years  |
| **Qualification:** | Masters in Administration / Personnel Management from any reputed institute |
| **Job Location:** | Delhi |

**DESCRIPTION:**

The Deputy General Manager- Administration is responsible for ensuring the business runs smoothly. Presides over facilities management, allocates office space, oversees mail department, materials scheduling, and other facets of the organization.

**COMPETENCIES/ SKILL SET:**

* Ability to develop and establish policies and procedures associated with administration.
* Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
* Must actively co-operate with Management and Staff & possess excellent interpersonal skills.
* Strong communication and Microsoft Office skills.

**KEY RESULT AREAS:**

1. Develop Administrative Policy Guidelines.
2. Vendor Management.
3. Assets Management.
4. To supervise and monitor the Housekeeping staff – All centers.
5. Establishment of proper admin, systems, structure, and procedures to meet the statutory requirement
6. Providing appropriate assistance to regional and sub-offices/ visitors, events management, and administrative support to all meetings/conferences and official receptions.

**DUTIES AND RESPONSIBILITIES:**

**I. Office Management/ Discipline/ Documentation**

1. Collaboration with HR and management in maintaining Office Discipline.
2. Maintain project/ admin files, documents, decisions, correspondence, and communications in soft and hard versions.
3. To maintain a proper filing system of reports and other papers registers and records of the program regularly. Maintain updated telephone and address book.
4. Maintain periodic backup of documents and off-site storage solutions.
5. Maintain updated records of all the information related to warranty, and AMC of equipment and ensure proper working conditions.
6. Ensure timely payment of regular nature such as telephone, electricity, water, house tax, etc.
7. Preparing Tax Folder/MCD letters etc.
8. Regular /Ongoing administration of Head office, Regional Offices, Care Centre, operational and regulatory compliances
9. Setting up of New Offices, Care Centres, and Home Away from Homes (HAH)

**II. Procurement & Work Orders and Vendor Management**

1. Generating Purchase Orders for the purchase of Material or equipment.
2. Collect, and verify invoices of vendors and provide them to the finance team for further processing.
3. Build relationships and negotiate for best rates and provide Assistance on the procurement selection process of vendors for various things as per the approved guidelines.
4. Verify inward items in respect of Purchase Orders and inspect the material from time to time.
5. Costing of Material with appropriate budgeting and arranging for the Rejected/ Damaged materials to be sent back to the vendor.

**III. Assets Management**

1. Prepare and manage the budget for all capital purchases required for official purposes (machinery, computers, or any other equipment).
2. Maintain inventory of all goods, stationary, assets, and donations received in kind for official use and optimize inventory with inventory control measures like Just-In-Time (JIT), Optimal Reorder Quantity (ORQ), etc.
3. Maintenance of organizational equipment, furniture & fixtures, and other assets (Invertors/printer/telephone).
4. Complete Documentation & record and renewal of AMCs of office equipment.

**IV Logistics/ Procurement/communication /phone**

1. Maintain close coordination with hotels/ travel agencies/ event management companies to assist in travel arrangements (Domestic and International: i.e. travel ticketing, visa process, travel insurance, passport, foreign exchange, etc.) for staff and external stakeholders.
2. Maintain and establish good telephone connections.

**V. Facilities Management & Housekeeping:**

1. Maintain close contact and coordination with the administrative staff in hospitals/ regional offices for the effective running of their offices; support, guide, and train these staff members as and when necessary (all the centers throughout India).
2. Supervising housekeeping, tasking admin/ unskilled staff, and preparing shift rosters.
3. Manage support services in the office including supervision of effective front office and back office handling, Welfare services, activities & resources for unskilled staff.
4. Managing catering services for events organized within office premises, the organization’s guest house, and also overseeing catering for outside events.
5. Maintaining records of all movable & immovable assets at the state office and ensuring assets register and asset numbering is up to date.

**Vi. Event Management:**

1. Responsible for Organizing conferences/ workshop and related meetings held inside office premises or hosted/ to be managed by Cankids externally.
2. Coordination for Fundraising events pan India.
3. Arranging Outings & Celebrations for beneficiaries and team in coordination with other concerned departments (HR, Finance, CB, etc).
4. Any reasonable linked/related work items that may be assigned

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.