



Job Description

Position: Office Administrator	Department: Administration
PQE: 1-3 years	Location: Delhi
Remuneration Fee: As per industry norms	

Desired Profile

Hiring an administrator with high sense of responsibility, possessing decent communication and writing skills with humble attitude and positive approach. Should be open to work tirelessly without any reservation. Any graduate with good interpersonal skills, presentable and willing to travel.

Responsibilities:

- Identifying vendors for a competitive price without compromising on quality of the services.
- Negotiating with the current vendors for cost effective services.
- Handling AMC's and other administrative agreements.
- Regularly following-up with vendors for services required in the office.
- Overall managing logistical requirements of people travelling from other offices which include travel, cab and hotel booking. Making necessary arrangements for meetings organized in the office and outside the premises.
- Ensuring timely payments of all bills including telecom, utility, vendor or any other services taken.
- Ensuring resolution of any admin related issues in a timely and effective manner.
- Coordinating with Delhi office for IT related issues, payment approvals and for any other required tasks.
- Managing front desk efficiently, answering all calls / queries and visitors are made to feel welcome.