

Title: Senior Consultant- Administration

Department: Administration

Reports to: Chief Consultant - Administration

Based at: Hyderabad

Job Purpose:

To handle administrative activities such as Asset Management (Maintenance), Vendor management, Facilities management, Technology management, Travel Management and any ancillary or associated activities for smooth functioning of operations of the organisation

Key Responsibility Areas:

- Maintenance of the assets of the organisation, including the activities such as insurance, repairs and other associated works
- Identification of the facilities requirements and identification of dependable and cost effective vendors for various services
- Maintenance of the schedule of AMC of different facilities in the organisation and adherence to the schedule
- Identification and facilitation of procurement of different technological requirements of the organisation
- Transport facilities management
- Travel management of the organisation
- Preparation of the MIS and Report the activities to the Chief Consultant – Administration

Desired Candidate Profile:

- 8+ years of experience in similar role in a large reputed organisation
- Any Graduation with Post Graduation in management
- Effective organising and supervising abilities.