

## Assistant Manager Administration

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Company: Riphah University

Location: Lahore

Category: other-general

### Assistant Manager Administration

Riphah University, Pakistan1. Arrange the meeting of site administration committee and follow up the decision.

2. Prepare feasibility reports for new administrative development projects.
3. Provide admin support to all departments.
4. Provide admin support during admission campaign.
5. Follow up the admin related agreement.
6. Make sure the cleanliness of the campus, administer the all repair/ maintenance and other development activities and allocate duties and supervise admin staff.
7. To make sure the security of the campus.
8. Arrangement of meetings and functions.
9. To handle cafeteria related issues as per policy.
10. To administer faculty/Students related transport issues and supervises the patty cash.
11. Maintain Stock Record, Stock Entries, Stock Receive, Stock Issue, Store Maintenance, Sports items issue/ receive (daily routine work), Demand Record.
12. Process and maintain Purchase Requisitions, PO, GRIR, File Record, Room Inventories.
13. Maintain and process Bills through , PO, GRIR.
14. For projects calculate record and maintain Requisitions, Estimates, Purchases.
15. Maintenance of vehicle.
16. Responsible of travel Booking /Reservation for guest and employees, as well as arrangement for seminar/events.

17. To deal with Government departments.
  18. Vendor's Payment follow-up with finance department.
  19. To ensure the safety and security of campus.
  20. Responsible for completion of Administration Audit process.
- Job Specification · Strong Interpersonal skills
- Strong Negotiation skills
  - Organizing skills · Communication skills
  - Administration skills
- Knowledge :
- Administrative Tasks
  - Budgeting and Cost Management
  - Inventory Management Stock Taking
- Information Technology and Services - Rawalpindi, Pakistan#J-18808-Ljbffr

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