

University of South Asia USA Jobs Administration Manager

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Company: University of South Asia USA

Location: , , Pakistan

Category: other-general

University of South Asia USA Jobs Administration Manager:

Organization:University of South Asia USA

Hiring: University of South Asia is hiring anAdministration Manager

Location:Burki and Cantt Campuses, Lahore

Position Type:Full-Time

Role Overview:

University of South Asia is seeking an experienced and dynamic Administration Manager to join our team. The ideal candidate will be responsible for overseeing and managing all aspects of administrative functions within the university. This senior-level position requires exceptional technical skills, proactive leadership, and a strategic mindset to ensure the smooth operation of administrative processes.

Responsibilities:

Provide strategic leadership in planning, implementing, and managing administrative functions to support the overall goals of the university.

Collaborate with senior management to develop and implement administrative policies and procedures.

Demonstrate advanced technical skills in office management, project management, and relevant administrative software.

Stay updated on the latest technologies and implement innovative solutions to enhance administrative efficiency.

Lead and motivate a team of administrative professionals, providing guidance and support in day-to-day operations.

Conduct regular performance evaluations and identify opportunities for professional development.

Efficiently manage resources, including budget allocation and procurement, to ensure cost-effectiveness and optimal utilization.

Oversee facility management and coordinate with relevant departments for maintenance and improvements.

Foster effective communication within the administrative team and across departments.

Collaborate with various stakeholders to streamline processes and enhance cross-functional cooperation.

Ensure compliance with relevant regulations and policies.

Identify and mitigate potential risks related to administrative processes.

Proactively identify challenges and implement solutions to improve efficiency and effectiveness.

Handle escalated issues and provide timely resolutions.

Qualifications

Bachelor's or Master's degree in Business Administration, Management, or a related field.

Master's degree preferred.

Proven experience (2+ years) in a senior administrative role, preferably within an educational institution.

Strong technical skills with proficiency in office management software, project management tools, and relevant technology platforms.

Excellent leadership and team management abilities.

Exceptional communication, interpersonal, and problem-solving skills.

How to Apply: Send your resume along with a cover letter to and please don't forget to mention the position title in the subject.

#J-18808-Ljbffr

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