

Job Description

Job Title	Manager/Sr. Manager – Admn.	Department	HR & Admn.
Reporting To	VP-HR	Location	Mandi Gobindgarh

Position Summary:(Purpose, expected results & degree of freedom)

Estate Management & Development and Provide Administrative Support & Services including housekeeping, canteen, travel desk, horticulture, safety and maintenance of company cars.

Principle Job Responsibilities

Administrative Responsibilities:

- Supervise daily housekeeping, canteen, and pantry management to ensure cleanliness, hygiene, and adherence to standards.
- Ensure adequate manpower deployment for housekeeping, canteen, and horticulture, equipped with necessary tools and resources.
- Manage procurement and inventory for administrative needs, including facility materials.
- Oversee horticulture activities to ensure efficient garden and landscape maintenance.
- Monitor the performance of contracted staff and ensure quality standards in admin and facility services.
- Manage repair and maintenance of civil infrastructure, including buildings, roads, and utilities.
- Collaborate with contractors for infrastructural repairs, renovations, and adherence to cost, quality, and timelines.
- Manage all travel and transport related bookings (company car/ cab/ train/ air etc.), including hotel/ guest house arrangements as per requirements
- Coordinate with security head to ensure adherence to procedures and maintain security equipment like CCTV cameras.

Safety Responsibilities:

- Conduct safety audits, inspect facilities, and ensure compliance with safety regulations.
- Investigate accidents and near misses, analyze incidents, and implement corrective actions.
- Organize fire safety training, mock drills, and regular inspection of fire safety equipment.
- Identify safety training needs, coordinate programs, and prepare relevant training materials.
- Liaise with contractors to ensure compliance with company safety standards and provide safety induction training.
- Lead improvement initiatives such as Kaizen and 5S for operational excellence.
- Supervise the maintenance and functionality of safety and emergency response systems.

Job Specification (Knowledge, Skill & Ability)

Qualification

Minimum: Graduate

Desirable: Diploma/Degree in Management

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<i>Experience</i>	Minimum 10–12 years of relevant experience in Security Administration, Industrial Security, or a related function, preferably in a manufacturing or industrial environment. Ex-Commissioned Officers from the Armed Forces will be given preference.
<i>Team strength</i>	10-12 Numbers
<i>Job Competencies</i>	• Planning & Communication • Problem Solving and Decision Making • Communication Skills
<i>Performance Standards</i>	Quality and timeliness of Administrative Services & Support, Proactively resolve administrative issues.

Disclaimer: “Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.”

Sign - off: I have read and understand the contents of this Job Description and I shall discharge my responsibility to the best of my abilities and with utmost dedication.

<i>Individual Employee</i>	<i>Head of the Department</i>	<i>Head Human Resources</i>