

Job Description

Assistant Manager, Administration

Company Detail:

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India. For more detail log on to www.nldsl.in

Role:

We are looking for an experienced Administration professional to supervise daily support operations of our company and plan the most efficient administrative procedures. Selected candidate will lead a team of professionals to complete a range of administrative jobs. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently. Ultimate goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Responsibilities, not limited to following:

1. Coordinate administrative procedures and systems and devise ways to streamline processes
2. Manage schedules and deadlines as per admin calendar
3. Monitor inventory of office supplies with attention to budgetary constraints
4. Monitor costs and expenses to assist in budget preparation
5. Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
6. Organize and supervise other office activities (recycling, renovations, event planning etc.)
7. Manage Traveldesks (Local, National & International)
8. Manage logistics for the company
9. Manage new office set-up as required
10. Accountable for office upkeep including pantry, cafeteria, horticulture, pestcontrol, etc.
11. Keep abreast with all organizational changes and business developments

Technical Skills, Knowledge & Abilities

- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Proven experience as administration manager
- In-depth understanding of office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- Proficient in MS Office with an analytical mind and problem-solving skills

- Excellent organizational and multitasking abilities
- Proactive, task driven and positive attitude.
- Ability to lead the team with accountability and high level of delegation.
- Flexible and self-motivated; able to multi-task while also being highly detail-oriented.

Education and Certification:

- Mandatory – Any Bachelor’s degree
- Desirable – Any Master’s degree

Work Experience:

- 5-8yrs experience in Centralized administration Department
- Experience of working with Govt