


Job Opportunity at উপায়!



We're looking for a proactive professional who can ensure smooth administrative operations, manage office facilities, and efficiently handle vendors, assets, and logistics.

 Application Deadline: 15th May, 2026

 Apply Here: <https://lnkd.in/g5Nv5Pv3>

Position name: Sr. Officer/Executive, Admin

Job Context:

This role is responsible for ensuring smooth day-to-day administrative operations, effective management of office facilities, assets, and vehicles, and timely processing of bills and vendor coordination. The role requires strong organizational skills, attention to detail, and a cost-efficient approach to support overall business operations.

Job Description:

- Manage daily administrative operations and maintain a professional office environment
- Coordinate administrative support across departments
- Oversee company vehicle management (scheduling, logs, fuel, servicing, compliance)
- Maintain asset register and track asset allocation, movement, and disposal
- Ensure maintenance of office equipment and conduct periodic asset audits
- Verify and process bills (utilities, vendor invoices, rent) with proper documentation
- Manage vendor relationships and negotiate cost-effective services
- Oversee office facilities including utilities, housekeeping, security, and maintenance
- Ensure timely resolution of repair and maintenance issues
- Ensure compliance with company policies and local regulations
- Prepare administrative reports (expenses, vehicles, assets) and support audits
- Coordinate and manage office events, external (outdoor) HR and administrative events, meetings, and internal employee engagement activities
- Support execution of company campaigns, including logistics, vendor coordination, and setup

Requirements:

- Minimum bachelor's degree in business from any reputed UGC approved university.
- At least 2 years of experience in corporate administration or facilities management will be preferred.

Knowledge, Skills & Abilities:

- Strong organizational and coordination skills
- Vendor management and negotiation skills
- Cost control and budgeting awareness
- Good documentation and reporting skills
- Proficiency in MS Office (especially Excel)
- Problem-solving and multitasking ability

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