**Job Responsibilities: - Administrative Officer for College**

* Administering & monitoring all activities of the administrative section ensuring that it is operating smoothly, efficiently, and in a timely manner.
* Organizing & maintaining the filing system of the institute with regard to organizational documentation, employee profile & their related documents, student data, all organizational policies, and minutes of meetings.
* Processing for approval of the institute by concerned governing authorities.
* Ensuring that all University norms are complied with.
* Maintaining and monitoring leave records of all employees.
* Timely submission of attendance as per biometric machine to the accounts department to prepare the salary sheet.
* Establishing & maintaining an effective relationship with associates, officials & public
* Assignment and control of keys and security system.
* Inventory control, procurement of logistic requirements of the institute to include instruments, equipment, and other consumable/non- consumable items.
* Making efforts for maximum admissions.
* Getting enrolment & eligibility of newly admitted students from the university.
* Ensuring proper uniform of the students & ID cards.
* Curbing the anti-ragging activities of the students & getting the undertakings from all the students and their parents.
* Coordinating various cultural events & sports activities.
* Facilitating submission of proposal for sanction of scholarship of OBC/SC/ST/Minority students.
* Pursuing the sanction of scholarship & disbursement of the same.
* Allocation of girls & boys hostel & all related tasks thereof.
* Supervision of hostel mess administration.
* Building maintenance, housekeeping & horticulture.

**Desired Candidate Profile**

1. Hold at least a Masters's degree or its equivalent in administration.
2. Having the same sector experience will be an added advantage.
3. Proven sense of analysis, initiatives, and good interpersonal communication skills.
4. Experience in management/administrative of works.
5. Experience in the execution of projects within a multilateral institution.
6. Proficient in the use of standard MS Office software (Word, Excel, PowerPoint) Practical knowledge of SAP systems will be an advantage.
7. Ability to communicate effectively (written and oral) in English & Hindi.

**Contact**

* Interested candidates can send their resumes to **deepak.**[**hr@peoplesuniversity.edu.in**](mailto:deepak.hr@peoplesuniversity.edu.in) and cc to **director.hr@peoplesuniversity.edu.in** for any clarification candidates can call 0755 4005059/5025.