



ADVERTISEMENT

Job Title	: DGM - Administration	Job Location	: Dera Bassi
Position Reports To	: Head – Corporate Relations	Date Verified	: 12 th April 17
Name of Current Incumbent	:		

Main Purpose

- The position is responsible to render high quality administrative service for efficient management and smooth running of the campus by organizing and managing the administration, facilities and support systems.

Relationships

- **Reports To:** Head - Corporate Relations
- **Direct Reports:** Administrative Staff of Security, Housekeeping, Maintenance, Canteen, Guest House, Transportation, etc.
- **Internal Relationships:** Director, Professors, Students and Support Staff
- **External Relationships:** Vendors, local police, hospitals, adjoining industries, local government bodies, pollution control board etc.

Specific Accountability & Job Responsibility

- Plan and co-ordinate for all administrative procedures and systems and devise ways to streamline various processes at LM Thapar School of Management.
- Provide leadership and management support to the administrative team.
- Responsible to manage Administrative Revenue budget and Administrative Capital budget.
- Ensures achieving financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs and analyzing variances.
- Oversee repair and maintenance of campus premises including academic wings, hostel buildings, gardens and grounds to ensure that the infrastructure and campus are conducive for educational purpose.
- Responsible for management of Security Staff including its daily operations, guard tour and patrolling, incident reporting, visiting guest tracker, daily activity report etc.
- Develop a security strategy for LMTSM that maintains a strong commitment towards providing safe and secure environment for students and staff to live, work and study.

- Responsible to identify, assess and minimize risks to people, physical assets, and operations within the campus.
- To be responsible for the organization of the response to all emergency call outs and breakdowns within the campus premise.
- Monitor inventory of administrative stores and manage direct purchasing of new material, as required, with attention to budgetary constraints.
- Responsible to manage vendor relationships, negotiate contracts, check quotations and approve invoices.
- Responsible for overall canteen management to ensure that variety of quality food and beverages are provided to students and staff.
- Oversee management of guest house bookings and housekeeping at guest-house.
- Ensure maintenance of gardens and parks and exterior areas by proper horticulture management.
- Responsible to provide training courses and conduct safety drills as part of emergency response management within the campus.
- Ensure admin support in organizing and hosting staff meetings, seminars, conferences, training workshops, FROSH Week, Convocation ceremony, placement drives etc.
- Oversee and manage various facilities services and tradespersons (e.g. electrician, plumber, masonry, gardener etc.)
- Ensure proper maintenance including cleanliness and appearance of University's mini-bus through the driver.
- Responsible for providing prompt transportation arrangements against all requests received.
- Ensure timely submission and record maintenance of all bills and taxes pertaining to electricity, water, property, telephone/mobile connections etc.
- Maintain close liaison with local industries and local authorities like police, pollution control board, Municipal Council office, nearby hospitals and fire station.
- Handle all matters of show cause and legal notices.
- Supervise and handle staff welfare matters and manages all staff grievances for Class IV employees.

Knowledge, Skills & Experience

Qualifications

- A Graduate / Post Graduate degree (any discipline)

Experience

- Substantial administrative experience.
- Knowledge of MS Office

Personal Attributes

- Service Orientation
- Excellent inter-personal skills
- Excellent communication skills - both written and verbal
- Planning & organizing skills

- Ability to do multiple-tasking
- Team working skills
- Problem Solving skills

Compensation:

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates should submit their detailed curriculum vitae (CV) along with Xerox copy of certificates, experience details/proofs preferably **by email (yogesh.jain@thapar.edu) or through post** positively by 19-04-2017. On the following address:

Yogesh Jain

HR

Thapar University

Patiala – 147004

Email: yogesh.jain@thapar.edu