

Vacancy for Head - Admin officer position

The person will be overall responsible for administrative and maintenance /upkeep of facilities inside the [IMT-N](#) campus.

Qualification:

- Post graduate Degree in administration. Preferably MBA/PGDM from a reputed institute.
- Minimum 15 years of Administrative experience, at least 7 years in senior position having at least 100 personnel working under.

Desirable:

- Engineering Background (preferably in Electrical/Electronics).
- Experience in Plant (Electrical, Captive power, civil) maintenance.
- Administrative experience at any reputed residential institute.
- Preferably Defense Services background

Activities or work carried out routinely (daily or frequently): Job responsibilities include overseeing following activities at the campus:

- Maintenance of Facilities, Plants and civil Infrastructure
- Security
- Housekeeping
- Horticulture
- Mess
- Canteen/Cafeteria
- Hostels
- Medical/ Dispensary
- Maintenance, All types
- Transportation
- Procurement, Purchase
- Vendor Development
- Inventory Management
- HR- Attendance & Leave Record
- Compliance under Employment/Labour Regulations & Service Rules relating to Staff
- Liaising with Local bodies/Police dept.etc.
- Handling emergencies, unforeseen situations etc.

Kindly mail your updated C.V. on hr@imtnag.ac.in