

Assistant Manager - Administration (Full Time Role)
Umbergaon, Gujrat India

ABOUT UNITILE:

Unitile is India's No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

KEY RESPONSIBILITIES:

- Monitoring and Overseeing of essential services like day to day administration, housekeeping & pantry for factory.
- Supervise the purchase of office supplies like office stationary, uniform, office provisions, ID cards, visiting cards etc in coordination with local admin team.
- Scrutinize & approve all the admin related costs such as mobile bills, electricity bills, courier, telephone, stationery, photocopy, provisions, food etc.
- Arranging and managing all client visit at the factory.
- Champion opportunities to consistently improve the brand experience.
- Maintaining the inventory of office stationery & all company assets.
- Maintenance & renewal of AMCs at factory
- Coordinate for repair & maintenance of office equipment's.
- Appointing vendors & service providers like MTNL, Electricity, Travel Agents, Courier Service Providers, Stationers, Mobile Service Providers, ISP, Printers etc.
- Handling all documentation & processes related to Medclaim.
- Maintain all admin related MIS, file all correspondences and maintain records of rent/lease agreements on a centralized level.
- Take charge of leading a team of Front Office Executives & Administrative staff & also frame policies regarding administrative work.
- Develop a system/tracker to monitor the hygiene & cleanliness of the facility
- Handling all logistics and purchase for festivity and events as required.
- Contributing to the festive celebrations within the company
- Workspace Management - Space planning, allocation, optimization and forecasting
- Ensuring that the department functions as per SOP and within TAT
- Updating all admin expenses on the ERP software
- Generate reports through ERP on half yearly basis and compare budgeted v/s actual.
- Work on curating experiences for client and employees.
- Managing food preferences, dietary requirements of stakeholders.

REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:

Skills:

- Cost effectiveness attitude
- Confidence in your ability
- Strong communication and people skills
- Presentation and Independent Mindset
- Ability to work in tight deadline pressure
- Ability to communicate clearly
- Strong time management skills.

Qualification and Experience:

- Any Graduate will be considered for this role. Post Graduate /MBA preferred for this role.
- 6 + years of experience into a similar role

Salary would be in line with the experience

IT'S MUCH MORE THAN WORK HERE AT UNITILE!