

Job Description (JD)

Company Name	Markolines Group	Location	Navi Mumbai
Name of Employee		Employee Code	
Designation	Assistant Manager - Admin	Date of Joining	
Department	HR & Admin	Immediate Reporting	GM HR & Admin
Functional Reporting		Remarks (if any)	

Job Description
General Administration

- Take care of activities including property maintenance, searching property for Guest House, preparation and registration of lease agreements of Guest Houses, Branch Offices
- Ensure the timely renewals of Insurances, Road Tax, Fitness, Registrations of vehicles and properties, Renewals of Office Registrations and comply the required documentation relating to it
- Preparation of Admin annual budget and control of the same to meet company objectives

Facility Management

- Interact with office staff and address their issues relating to connectivity of Telephones, Electricity, Systems, ACs etc. and requirement of any equipment/facilities by staff
- Renewals, Registrations of Commercial Vehicles & Equipment (Fitness, Road Tax, National Permit etc.)

Procurement & Vendor Management - Overlooking

- Procurement of required approved items and also prepare a detailed report on the vendor quote and credibility of services for comparison to get the best possible quote to place a order
- Register vendor on company records with required details
- Vendor management by negotiations, beneficial services etc.

Record Keeping

- Responsible for arrangement & physical maintenance of documents/files related to company, projects, accounts files, other general files & office keys etc
- Arrangement of documents required by Finance Dept. to provide the Bankers for finance arrangement for the company.
- Maintenance of list of company assets

Other responsibility

- Collection of data like photos, videos, information of various project sites and arrange to update or modify company website through appointed vendor