

## **ADMINISTRATIVE SUPERVISOR**

### **Job Requirements**

- Supervising the work and welfare of the field staff such as security staff, gardeners, Safai Sewaks and drivers etc.
- Procurement of goods and services for the institutes, either directly or through a purchasing committee etc.
- Supervising the cleanliness of the offices, corridors, class rooms, wash rooms, lawns and open areas.
- Maintaining the sports equipment and facilities.
- Supervising the transport of the institutes and ensuring the compliance with the regulations for the operation of transport.
- Maintenance of College buildings including the preparation of maintenance schedules and keeping of records.
- Maintenance of the utility installations such as electrical installations, water supply installations and sewerage lines etc. and maintenance of routine tools and plants for day-to-day maintenance works in the institutes.
- Supervising various projects works in the campus of the institutes as per the instructions of the GB.
- Supervising and maintaining the records of the receipt of material at site for the project works.
- Arranging and supervising the hospitality services at the meetings of the GB or otherwise on some special occasions or events as per instructions.
- Taking appropriate security measures in the institutes for protection of staff and students.

### **Desirable Skills**

- Ability to use computers e.g. MS Office, Internet, and E-mailing etc.
- Proficiency in Punjabi.
- Knowledge of administrative procedures of and organisation.
- Good judgment and decision-making aptitude
- Commitment to deliver the results.
- Conflict resolution skills.
- Ability to prioritise work.