

ADMINISTRATIVE OFFICER

Job Requirements

- Acting as coordinator to the members of Governing Body.
- Communicate with parents, regulatory bodies and the public etc.
- Dak scrutiny and record keeping.
- Drafting of mails, letters, reply to letters and Press notes etc. Handle roster of duty of staff.
- Arranging and maintaining the logistics for the events or meetings.
- Monitoring and compliance of statutory by laws and maintaining contacts with the statutory authorities and other organisations.
- Counselling of students wherever needed.
- Resolving of conflicts and other issues among staff or students.
- Implementing the decisions of the Governing Body.
- Implementing the plans regarding quality improvement and Environment improvement in the campus of the institutes.
- Implementation of the policy matters suggested by the GB at the ground level.
- Help shape and uphold the vision of the Governing Body.
- Any other orders of the Governing Body in the best interest of the institutions under the Governing Body.

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.