



Admin Manager

- **Vacancy for:** 1
- **Posted on:** Feb. 20, 2018
- **Deadline:** March 7, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Operation and Maintenance, Administration
Job Level	: Top Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than or equal to 4 years
Professional Skill Required	: Management, Technical Oversight, Organizational Ability, Written Expression, Problem-Solving Skills, Time Management, Communication

Other Specification

- Proven track record of minimum 3 years, successfully managing the team
- Knowledge of methods of research and analysis, work standards, and work simplification
- Knowledge of office planning and management
- Knowledge of the principles and techniques of financial management
- Ability to communicate and negotiate effectively
- An analytical mind with problem solving skills
- A team player with leadership skills

Job Description

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
- Ensure operations adhere to policies and regulations
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs
- Maintain a relationship with local bodies, negotiating for the new requirements of the organization and confirm the process
- Formulate current and long-range programs, plans, and policies for departmental programs
- Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment, and materials, and maintains revenue as high as possible
- Performs related work as assigned

Applying Procedure

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