***ADMINISTRATION OFFICER (FOR SCHOOL )***

***Roles & Responsibilities:***

* *Manage office supplies stock and place orders.*
* *Prepare regular reports on expenses and office budgets.*
* *Maintain and update company databases.*
* *Organize a filing system for important and confidential company documents.*
* *Answer queries by employees and students.*
* *Coordinate with Parents of students regarding to the fee & other queries and resolve them.*
* *Update office policies as needed.*
* *Maintain a company calendar and schedule appointments.*
* *Book meeting rooms as required.*
* *Distribute and store correspondence. (e.g. letters, emails and packages)*
* *Prepare reports and presentations with statistical data,as assigned.*
* *Arrange travel and accommodations.*
* *Schedule in-house and external events.*

***Requirements and skills:***

* *Proven work experience ( 2-5 yrs) as an Administrative Officer, Administrator or similar role in reputed school.*
* *Solid knowledge of office procedures.*
* *Experience with office management software like MS Office.(MS Excel and MS Word, specifically)*
* *Strong organization skills with a problem-solving attitude.*
* *Excellent written and verbal communication skills.*
* *Attention to detail.*
* *Candidate should have completed min.Bachelor Degree ( BA,B.com,Bsc,B.Tech,BBA,BCA etc.)*

***Contact:***

*Interested candidates can send their resumes to* [*ankit.hr@peoplesuniversity.edu.in*](mailto:ankit.hr@peoplesuniversity.edu.in) *and Cc to* [*garima.hr@peoplesuniversity.edu.in*](mailto:garima.hr@peoplesuniversity.edu.in)