

Admin

Location: Mumbai

Experience: 2 to 5 years

Industry: System Integration / IT Hardware / AV / Networking / IT Solutions

Employment Type: Full-time

Job Summary:

We are seeking a detail-oriented and proactive Admin Executive to manage daily administrative operations, support internal teams, and ensure smooth office functioning. The ideal candidate should have prior experience in administrative roles within a tech-driven or hardware-based company.

Key Responsibilities:

Office Administration

- Manage daily office operations, supplies, and maintenance activities
- Handle incoming calls, visitors, courier services, and front desk coordination
- Maintain and update records related to assets, inventories, and logistics

Documentation & Reporting

- Prepare and maintain documentation for vendors, contracts, and internal records
- Assist in managing attendance, leave records, and basic HR coordination
- Prepare monthly MIS reports related to admin expenses and utilities

Facility & Vendor Management

- Coordinate with external vendors for AMC, housekeeping, security, and repair work
- Maintain service agreements and ensure compliance with company policies
- Evaluate quotations and process vendor payments in coordination with finance

Travel & Event Support

- Organize and manage travel bookings, hotel accommodations, and logistics for employees
- Support internal team meetings, training sessions, or office events with logistical arrangements

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Qualifications & Skills:

- Bachelor's degree in Commerce, Administration, or any related field
- 2–5 years of experience in office or administrative roles
- Proficient in MS Office (Excel, Word, Outlook)
- Excellent coordination, communication, and organizational skills
- Ability to multi-task, prioritize, and handle confidential information