

Lady Bamford Foundation

Job title	<i>Admin Executive</i>
Location	<i>Jaipur</i>

Job Summary:

We are seeking a proactive and results-driven leader to oversee, evaluate, and enhance administrative operations across multiple locations (Ballabgarh, Pune, Halol, Delhi). This role demands strategic oversight, operational efficiency, and compliance management to drive smooth execution of business functions.

Key Responsibilities:

1. Asset Management

- Strategically oversee the maintenance and optimal utilization of assets across all four states.
- Coordinate with all locations to maintain accurate asset data for financial audits.

2. Project-Based Civil-Related Work Supervision

- Lead the oversight of civil-related projects, including maintenance, repairs, and new construction initiatives.
- Review and approve all civil-related reports, bills of quantities (BOQs), and ensure compliance with project guidelines.

3. General Administration

- Develop and manage yearly budgets, ensuring cost-effectiveness and operational efficiency.
- Ensure seamless coordination with the finance team for timely vendor bill processing and payments.
- Coordinate with vendors for document storage across all locations.

4. Contract Management

- Manage and oversee all office lease, rental, and VTC agreements to ensure compliance and timely renewals.
- Maintain a database of all contracts, monitor expiration dates, and ensure proactive renewal processes.
- Ensure adherence to legal and regulatory requirements for all contracts.

5. Strategic Oversight for NPP

- Review and streamline processes within the NPP framework to enhance operational efficiency.
 - Approve and oversee procurement requests in alignment with organizational policies and budget constraints.
 - Oversee the Internal Purchase Committee's procurement processes, ensuring compliance and financial prudence.
-

Qualifications & Skills:

Technical & Functional Skills:

- Strong leadership and strategic decision-making abilities.
- Excellent communication and cross-functional coordination skills.
- Expertise in report analysis, budget management, and BOQ evaluation.
- Proficiency in civil work supervision, facility management, and project execution.
- In-depth knowledge of employee insurance processes and compliance frameworks.

Key Competencies:

- Strategic and analytical thinking.
- Proactive problem-solving approach.
- Strong organizational and multitasking abilities.
- High level of ownership, accountability, and process optimization capabilities.