

Admin Manager needed in a School in Hyderabad

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Location: India

Category: other-general

Job Description

Admin Manager needed in a School (Immediate Joining)

Highly Experienced Administrator with experience in Schools.

The individual should take care of all the Admin Operations related to transportation, Cafeteria, Facilities, Housekeeping, Infirmary & Security.

Administrator responsibilities typically involve planning, coordinating and managing organizational processes. The goal is to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Monitor costs and expenses to assist in budget preparation, adhere to policies and regulations, Oversee facilities services and maintenance, Purchase new material as needed, Manage schedules and deadlines, Organize and supervise other School activities, Keep abreast with all organizational changes and developments.

Experience with school is a must. Preference to someone with an Army background.

Looking for Local candidates from Hyderabad. Should be able to converse in Telugu.

Only Shortlisted candidates will be contacted.

Background verification will be conducted for selected candidate.

Requirements

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