Job Description – Junior Assistant- Administration (on Contract), LNMIIT Jaipur

JOB TITLE	Junior Assistant-Administration	**DEPARTMENT**	Administration
REPORTS TO	Assistant Registrar / Administrative Officer / HR Manager	**SUBORDINATES**	-
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)

JOB RESPONSIBILITIES

Area	Key Activities
Office Administration and Security Services	Assist in monitoring campus security and liaise with personnel to ensure a safe environment for students, staff, and visitors. Regular reporting of security check to the reporting supervisor. Assist in implementing safety and security policies, document and report incidents to relevant authorities. Prepare and maintain reports for assigned administrative responsibilities; ensure proper digital and physical record keeping. Facilitate day-to-day office activities, including assisting with meetings, managing appointments, and handling emails.
Transportation Management	Coordinate transportation services among bus providers, students, and security personnel. Prepare and update bus schedules; communicate relevant information to stakeholders. Under the consultation of reporting supervisor.
Vendor Management and Bills	Assist in vendor management services, drafting agreements, and managing relationships with external service providers. Collect and organize invoices, bills, and supporting documents, ensuring compliance with related regulations. Maintain attendance records for all resources hired through third-party vendors Oversee daily activities of outsourced staff and manage resource allocation as needed.
Other Administrative Responsibilities	Manage pantry operations, Hospitality services, including inventory and stock maintenance. Coordinate with travel agencies for flight reservations and process related bills. Perform additional administrative tasks as assigned by the Reporting Officer.

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Area	Key Activities
Guest House and Refresh Management	Assist in maintaining the Guest House, ensuring cleanliness, proper upkeep, and smooth operation. Ensure proper entry and regular updating of visitor records at the Guest House. Coordinate and ensure the timely submission of guest house payment details to the accounts section. Organize and manage the arrangement of refreshments for meetings, events, and other official gatherings.

QUALIFICATIONS

Essential:

10+2 in any discipline with a minimum typing speed of 35 W.P.M and proficiency in computer word processing and spread sheet.

Desirable:

Proficiency in other computer skills, stenography skills etc.

Age:

Preferably below 27 years