The LNM Institute of Information Technology, Jaipur

Job Description: Administrative Officer

JOB TITLE	Administrative Officer	**DEPARTMENT**	Estate Management
REPORTS TO	Chief Administrative Officer	**SUBORDINATES**	-
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular / Contract	**LEVEL**	10

Job Summary

The Administrative Officer is responsible for the overall coordination, monitoring, and administration of outsourced and in-house services including housekeeping, horticulture, hostel management, mess operations, and commercial facilities such as shopping complexes. The role includes oversight of service contracts, preparation of tender documents, processing service-related bills, and ensuring the upkeep and functional quality of residential and service premises.

RESPONSIBILITIES

Responsibilities

1. Housekeeping and Facility Management

- Supervise daily cleaning and sanitation operations across the campus, hostels, and institutional premises.
- Ensure timely deployment and performance of housekeeping staff
- Conduct regular inspections to ensure cleanliness and hygiene standards are met.
- Prepare and maintain cleaning schedules and checklists for different areas.
- Ensure proper housekeeping is provided during the Student Festival and Other Institute functions and events

2. Horticulture and Landscaping

- Oversee maintenance of lawns, gardens, and green areas in the campus.
- Coordinate with horticulture contractors and vendors for plant maintenance, seasonal plantation, and pest control.
- Monitor the performance of horticulture workers and ensure high standards of landscaping aesthetics.

3. Hostel Administration

- Supervise the upkeep and functionality of hostel facilities including rooms, common areas, and utilities.
- Ensure proper maintenance of infrastructure such as water supply, sanitation, lighting, and safety equipment.
- Coordinate hostel allocations, occupancy records, and resident complaints resolution in coordination with the hostel wardens or caretakers.
- Plan and oversee hostel repairs, renovations, and annual maintenance work.

4. Institute's Mess Management

- Monitor daily operations of hostels' messes and canteens to ensure food quality, hygiene, and compliance with safety standards.
- Liaise with mess contractors regarding meal plans, menu approvals, feedback, and service delivery.
- Conduct periodic audits of mess operations including food storage, preparation, and serving.

5. Shopping Area Complex

- Manage institutional commercial facilities including shops, vendor stalls, and utility service counters.
- Oversee lease agreements, rent collection, utility management, and vendor compliance.
- Address tenant issues and ensure smooth functioning of shopping and service zones.

6. Contracts and Vendor Management:

- Prepare detailed scope of work for outsourced services (housekeeping, mess, maintenance, gardening, etc.).
- Float tenders, prepare tender documents, manage bidding process, and finalize service contracts in compliance with procurement policies.
- Monitor vendor performance, maintain service level agreements (SLAs), and initiate corrective measures as required.
- Process monthly bills of contractors and ensure timely payments after necessary verification and approvals.

7. Documentation and Reporting:

- Maintain updated records of contracts, service agreements, bills, inspection reports, and correspondence.
- Generate periodic reports related to service performance, compliance, and budgets for management review.

27/5/2025