

JOB RESPONSIBILITIES FOR ADMINISTRATIVE OFFICER POST AT BMSSA

BMS School of Architecture, Yelahanka, Bangalore is looking for an Administrative Officer for the institution.

The specific responsibilities generally include the following:

1. General Administration:

- Oversee day-to-day administrative operations of the college.
- Coordinate with different departments to ensure effective communication and collaboration.
- Part of BOG Meetings, Finance Committee, Staff Selection Committee, Building, Repair & Maintenance Committee and other related statutory committees of the Institution.
- Responsible in maintaining discipline in the campus.

2. Human Resources Management:

- Handle recruitment and selection processes for non-academic staff.
- Orientation of staff at workplace.
- Manage personnel records, attendance, and leave policies.
- Implement and enforce HR policies and procedures as and when necessary.
- Staff training and assessment.
- Establishment and compensation scrutiny with necessary feedback mechanisms.

3. Facility Management:

- Supervise maintenance and security, transportation, gardening, housekeeping & safety staff to ensure the upkeep of facilities.
- Coordinate repairs and renovations as needed.
- Manage inventory and procurement of office supplies.
- Campus Infrastructure & development planning.
- Overseeing of Project Engineering, Electrical maintenance, Building & Works.
- Procurement & disposals.
- Contractor's supervision.

4. Financial Management:

- Assist in budget preparation and financial planning.
- Statutory requirement such as income tax, gratuity & income tax etc.,
- Academic resources management for foreign collaborations & other academic related events/works.
- Monitor and control expenditures to stay within the budget.
- Handle financial transactions and reporting.

5. Examination Duties:

- Must ensure smooth functioning of the University examinations.
- Liaison with University for any issues raised with respect to examinations.

6. Event Coordination:

- Organize and coordinate college events, workshops, and seminars.
- Collaborate with various departments to ensure successful events.

- Hospitality to Visiting professionals and guests.
7. **Student Services:**
 - Oversee student affairs, including admissions, enrolment, and graduation processes.
 - Handle student records and maintain confidentiality.
 - Maintain separate records of the students staying at Hostels, Non-Locals and their caretakers.
 8. **Policy Implementation:**
 - Ensure compliance with college policies and procedures.
 - Implement/draft and enforce rules and regulations related to the institute, students & staff.
 9. **Communication:**
 - Facilitate communication between faculty, staff, and students.
 - Respond to inquiries and resolve issues raised by various stakeholders.
 10. **Documentation and Record Keeping:**
 - Maintain accurate and up-to-date records of administrative activities.
 - Prepare reports and documentation as required.
 - Academic Audit to be completed each financial year.
 - Must provide and maintain the necessary information required towards any Institutional accreditation and ranking applied for such as NAAC, NBA, NIRF etc.
 11. **Legal Compliance:**
 - Stay informed about relevant laws and regulations affecting the college.
 - Ensure compliance with local and national educational regulations.
 - Staff Welfare Measures, Discipline, Dispute Settlement, RTI & Court Cases.
 12. **Coordination with External Entities:**
 - Liaise with external organizations, local authorities, government bodies, and accrediting agencies.
 - Represent the college in meetings and negotiations.
 13. **Technology Management:**
 - Oversee the implementation and maintenance of information technology systems.
 - Ensure the security and confidentiality of data.
 - To suggest and implement e-governance policy at the institute.
 14. **Any other duties** as assigned by the Director of the Institution and Trust official of BMS Educational Trust.

The above duties & responsibilities mentioned are only indicative and not exhaustive.

An Administrative Officer in education institution plays a crucial role in managing various administrative functions, supporting the overall functioning of the institution, creating a conducive environment for both staff and students. They need to be well-organized, detail-oriented, and possess effective communication and leadership skills.

***Interested candidates with desired skills & experience can email their resume to director@bmssa.ac.in ***