



The Indian Institute of Metals

Position: *Manager: Administration*

Reporting to Head (Admin)

Position type: Long Term Contract

CTC: 3.00-3.50 L; **Preferred experience:** 5-6 years in Administration & IT support

General duties & responsibilities

- ✓ Write and distribute email, correspondence memos, letters and forms
- ✓ Maintain IIM website, and links in social networks like Facebook, twitter etc.
- ✓ Support and maintenance of different websites as maintained by IIM [IIM Website, NMD-IIM Awards portal]
- ✓ Procurement of Online Advertisements @IIM Website.
- ✓ Time to time monitoring and support of Website & Social Media Updating/Addressal of any issues, using CMS.
- ✓ Designing and delivering the web infrastructure, in liaison with the vendor or independently.
- ✓ Exploring and developing new capabilities.
- ✓ Communication of plans and strategies across the team.
- ✓ Provide support and added features for a technology loaded web space.
- ✓ Construct, install and adjust and provide necessary support to the web server.
- ✓ Ensure the compatibility of the website with various website browsers.
- ✓ Managing the accessing rights of different users to the website.
- ✓ Management of settings required for site navigation.
- ✓ Analysing the website traffic and responding to feedbacks.
- ✓ Will have to manage the authority and page security for the site & Overseeing the website functionality and performance.
- ✓ Assist in the preparation of regularly scheduled reports
- ✓ Develop and maintain the filing system
- ✓ Update and maintain office policies and procedures/ Facilitations during various meetings in various capacities.
- ✓ Maintain contact lists of all chapters, members and committee members
- ✓ Book travel arrangements & maintenance of Despatch record at IIM HO.
- ✓ Biometric Attendance system maintenance, preparation of attendance report and maintain leave cards for all employees
- ✓ Submit and reconcile expense reports
- ✓ Provide general support to visitors at IIM HO.
- ✓ Act as the point of contact for IIM Membership Cards issuance to entitled Members.
- ✓ Liaise with DGM & Sec. General to handle requests and queries from members and corporate.
- ✓ Ensures operation of equipment by completing preventive maintenance requirements of Metal House; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- ✓ Provides information by answering questions and requests.
- ✓ Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- ✓ Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

Preferred skills & Experience

- Proven experience in Administration/Support functionalities departments in a managerial position for at-least 5 years.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular), PHP.net, SQL etc
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills in English.
- Strong organizational skills with the ability to multi-task
- Experience/knowledge in managing website, social networks

Interested candidates may reach/email your updated profiles to Ms. Atashi Saha, Deputy General Manager at the undermentioned co-ordinates. The subject line may specify the designation for which Recruitment shall happen.

Contact Person: Ms. Atashi Saha

Contact # 033-2367 9768

Email I'd: atashi.sahaiiom@gmail.com