

Job Title: Executive, Administration

Reports to: Sr. Manager, Administration

Nature of work: Full Time

About Ashoka University:

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonapat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors. Ashoka has also developed eleven Centres of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit www.ashoka.edu.in.

Role and Responsibilities:

The role comes with the following responsibilities:

- Front office management
- Managing ID cards and locker services
- Managing lost and found help desk
- Managing and distribution of stationary supplies
- ERP indent, inward & QC, Submission of Bills to accounts
- Organizing Courier services
- Managing locker room & issuing of locker
- Placing orders for Newspaper & Magazines
- Printing & Distribution of ID cards
- Paper recycling through NGO Jaagruti
- Ordering of pantry material & other consumables
- DTH recharge and maintenance
- Providing cellular number to staff and students
- Handling Admin exit clearance for students
- Tracking of agreement status for Admin dept.

Eligibility:

- Bachelor's Degree from a top tier institution
- 0-2 years of relevant experience

Skill Sets Required:

- Multi-tasking
- Team-oriented
- Computer efficiency
- Good English language skills including proficiency in speaking
- Flexible to handle changes & additional requirement and work on weekends/ holidays when required

Venue of work: Ashoka University Campus, Rajiv Gandhi Education City, Rai (District – Sonapat).

Days of work: This is a full-time role, Monday - Friday

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit paycales and will depend upon the candidate's experience levels and the overall organization's salary structure.