



JOB DESCRIPTION

JOB TITLE: Senior Manager Administration	DEPARTMENT: Administration
POSITION REPORTS TO: Vice President Admin and Finance	
MAJOR JOB RESPONSIBILITIES	
<p>Subject to the overall guidance and supervision of VP Admin & Finance, the senior manager admin is responsible for the following:</p> <ol style="list-style-type: none">1. Responsible for all administrative affairs related to students, faculty, and other staff members of SZABIST2. Ensures proper admin support in all SZABIST meetings and events held within and outside the campus.3. Supervises and monitors the maintenance of all the departments of the campus.4. Supervises the maintenance of work and upkeep of the campus.5. Maintains the discipline of the institution.6. Deploys Admin team when any emergency situation (if any) arises and informs the management regarding the unusual situation.7. Ensures that Admin team is providing support to the extracurricular and recreational activities of the Institute which includes SSC elections, presidential debates, student's projects etc.8. Ensures that user requests which are routed at booking@szabist.edu.pk for car, boardroom and garden areas of campus are followed up by the concerned persons responsible.9. Participates as a disciplinary committee member as per directives of the VP (Admin. & Finance) and/or President.10. Recommends to the finance department for allowing petty cash for small items e.g. bouquet flowers for events, medicines, car accessories, minor maintenance, TCS red boxes etc.11. Handles the offices and seating arrangement of all SZABIST staff and faculty and makes recommendations accordingly whenever required.	



Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

12. Coordinates with the administration department of other SZABIST campuses & guides them to ensure standardization of administration policies.
13. Any other job/task assigned by SZABIST Management.