

**Role : Admin Associate**  
**Business Unit : Wolters Kluwer | Medknow, Mumbai Marol**

We are looking for a reliable Admin Associate. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently and ensure smooth running of the business on daily basis.

The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

### **Responsibilities**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervising Housekeeping staff and dividing responsibilities to ensure performance and daily office upkeep.
- Keep stock of office supplies and place orders when necessary
- Acting as the administrative point of contact between the employees' and internal/external clients
- Handling admin requests and queries appropriately and resolve them on time. (Water, Plumbing, Carpentry, electricity, etc. requests)
- Manage agendas/travel arrangements/appointments/meeting etc. for the employees.
- Manage correspondence internal and external
- Create and update records and databases with personnel, financial and other data as assigned.
- Track stocks of office supplies and place orders when necessary
- Monitor office supplies and research advantageous deals or suppliers
- Develop and carry out an efficient documentation and filing system
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary

### **Requirements**

- Proven experience as an office administrator, office assistant, admin executive or relevant role.
- Good communication skills and interpersonal abilities.
- Excellent organizational time management and leadership skills.
- Familiarity with office management procedures and basic accounting principles.
- Good knowledge of MS Office.
- Full comprehension of office management systems and procedures
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality utmost priority.
- Any Graduate.