



Circular Details

Key Responsibilities:

- Lead the administration department, providing strategic direction and ensuring efficient day-to-day operations.
- Oversee entity management, ensuring compliance with legal and regulatory requirements across all subsidiaries.
- Collaborate with the executive team to develop and implement business strategies that align with the Group's objectives.
- Facilitate communication and coordination among subsidiaries to ensure seamless operation and synergy.
- Manage and mentor administrative staff, fostering a productive and supportive work environment.
- Contribute to business development initiatives, identifying opportunities for growth and improvement within the Group and its entities.
- Develop and maintain relationships with key clients, stakeholders, and partners.
- Oversee the administrative department's preparation of budgets, forecasts, and financial reports.
- To enhance operational efficiency, implement and maintain administrative systems, policies, and procedures.
- Coordinate with the HR department to ensure effective recruitment, training, and development of administrative staff.
- Oversee facility management to ensure all properties are well-maintained and meet health and safety standards.
- Represent the company at business meetings, networking events, and other professional gatherings.
- Assist the Head of Corporate Services in overseeing vendor and client relationships to ensure they reflect the organization's values and standards.
- Contribute to the planning and execution of corporate events and marketing activities in line with strategic objectives.
- Help implement and maintain company-wide structures and protocols, promoting organizational efficiency and consistency.
- Manage day-to-day facilities tasks, including operation, maintenance, and cost-effective services, to ensure a seamless working environment.

- Support facility-related project delivery, ensuring smooth, on-time, and within budget execution.
- Advocate for and implement sustainable practices, monitoring facility operations for environmental impact and leading sustainability projects.
- Advise on managing the organization's property portfolio and keeping track of critical dates and lease renewals.
- Oversee the organization's vehicle fleet, ensuring regular servicing, maintenance, and efficient allocation.
- Liaise with suppliers and contractors for maintenance and facility services, ensuring high service levels and timely, professional issue resolution.
- Provide administrative support across all Corporate Services functions as needed.
- Manage corporate relationships with service providers, including housing, transport, and travel arrangements.
- Handle day-to-day service requests from internal stakeholders and external customers, ensuring the smooth administrative management of employee services throughout their lifecycle.

Job Title : Group Head Business and Administration

Designation : Group Head, Business and Admin, industrywide

Experience : 5years

Age : 20 to 40

Salary Range : competitive package

Vacancy : 1

Posted Date : 12-12-2024

Last Date to Apply : 16-12-2024