

## **Admin Executive**

**MyGov is the citizen engagement platform of Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in> .**

MyGov is looking for **Admin Executive**, responsible for to take charge of the administration functions to ensure that there is overall coordinated work and execution of tasks that will lead to improved overall personal and professional productivity. The role will work closely with the leadership team to safeguard and augment the efficiency of the organisation's administrative functions, ensuring compliance with core financial controls and values and participating and enabling and accelerating growth and long-term success.

The ability to work in a dynamic and exciting environment with strict deadlines and in a team is highly valued. Ultimately, you'll be required to drive citizen engagement.

**You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.**

**After successful completion of the initial contract period, a regular contract will be given.**

**Interested candidates may apply in this form.**

## **Admin Executive**

**Position:** 01

**Education:** Graduation in any field. Relaxation in experience depending on the skills of the candidate

### **Roles & Responsibilities**

#### **Planning:**

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes. This will include using existing systems efficiently and introducing new systems that will enhance productivity and reliability.
- Building and maintaining relationships with all department heads, external partners, and vendors to deliver on approved and agreed upon plans.
- Devise ways to ensure growth enterprise-wide, identifying and implementing process improvements that will maximise output and minimise costs
- Works closely with the finance team on budgets, ensures all projects are duly tagged to appropriate codes and costs allocated accordingly.
- Keeps a tab on all administrative expenses.

#### **Execution:**

- Asset Management cycle - Making assessment of asset requirement, gathering specs and configuration, procurement process, configuration, handover, maintenance, and disposal. Ensuring all assets are tabulated tagged and assets are accounted for.
- Risk Management - Assessing the risk for the office infrastructure which includes safety against theft, fire, and burglary.
- Event management - Training and workshop coordination - Identification of venue for training and workshop, support in logistics, procurement of required materials and resources for the workshop.
- Compliances related to office administration, like drafting rental agreements, property tax, insurances (people and property) etc
- Develop, implement, and monitor operational systems and processes including analysis of key metrics.

#### **Skills:**

- Being Proactive - To take charge of any situation and having a better outcome
- Decision making and Prioritisation - Should be able to make decisions independently based on the situation and prioritise accordingly.
- To plan, schedule, organise and implement - Any assigned work to a planned and defined time frame and schedule.
- Being adaptable and flexible for change in plan/request - Should be able to consider for any last-minute change in plan/ request.
- Efficient management of people and resources

- Multitasking - Capable of handling multiple requests, distribution of workload and execution within the time frame
- Negotiating skills - Bargaining and find similar service/ product that provides value for money
- Relationship management (Internal –Staff at all levels and External with vendor and service providers)
- Able to ensure that the organisational policies related to HR, Admin, Procurement, Financial control, and accountability are met without any deviations in all processes and procedures.
- Able to handle multiple requests, and able to prioritise based on importance and urgency, in an effective and timely manner
- Able to manage pressure and to assess and absorb information quickly and seek clarification when required

**Location:** New Delhi, travel to other locations as required.