

Strategy & Budget

- Create and implement best practice strategy, policies, processes and procedures to aid and improve performance.
- Ensure that administrative strategies and processes are in place to meet institute's objectives and operational needs in terms of price; quality, quantity, timeliness and within budget.
- Contribute to overall strategy and annual budget process.
- Take ownership of the policy, guidelines and any associated documents.
- Initiate and develop creative and innovative processes.

People Management

- Responsible for developing the appropriate organizational structure, people resource plans and culture to support the institute's objectives and deliverables.
- Provide clear leadership and vision, inspire and motivate staff to achieve excellence and mentor them as they develop new skills.
- Provide leadership, coordination to employees under control and coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value, cost reductions, achievement of financial metrics, etc.
- Set department objectives and monitor ongoing progress and performance.
- Complete annual performance reviews.
- Work with the administrative team to translate institute's strategy into specific annual performance goals and departmental objectives, including KPIs.
- Ensure strong communication between teams under leadership to facilitate exchange of information and in order to implement change acceleration programs.
- Responsible for people discipline within the department, including following institute's code of conduct.

Transport Services

- Scheduling transportation services, planning routes, and assigning drivers.
- Developing and implementing improved transportation administration.
- Processing documents, including bills and managing purchase orders and payments.
- Monitoring drivers' logbook entries
- Planning routes and preparing schedules, as well as tracking and reporting progress.
- Complying to transportation policy.

Guest House

- Respond to any questions, needs and desires of guests, and follow up with guests to ensure their requests have been met to their satisfaction
- Oversee and coordinate all arrivals and departures of special guests
- Coach and manage guest relations team to ensure all standards and operating procedures
- Examine activities logbook, assign tasks appropriately and implement control schedule daily
- Complying to Guest House policy.

Security

- Responsible for the safety of property, premises, material & people.
- Ensure a safe working and residential environment within the campus.
- Ensure right hire of security guards.
- Ensure that the appropriate level of training is provided for all security staff on disaster management; fire security procedures; use of fire & safety equipment's and routine security duties.
- Maintain the security team training plans and test their knowledge of procedures regularly.

- Maintain Security Operations Manual up to date for use by all on site security personnel to cover duties, individual instructions for each post; attendance; use of security equipment; dress standard; training etc.
- Secure premises and personnel by appropriate patrolling, monitoring surveillance equipment's (CCTV), monitoring entry and exit points.
- Ensure that a proper "Visitor Management System" is deployed.
- Create an Intelligence Network to gather analyze, and report information about the activities of groups, both internal & external in order to protect the interests and security of the institute.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Be on call on 24 hours' x 7 days' basis for any emergencies.

Housekeeping

- Recruit, schedule and train all new housekeeping staff members.
- Responsible to manage daily housekeeping activities of the campus.
- Planning, organizing and directing team members for routine work.
- Daily supervision of the housekeeping staff.
- Purchase, re-order and maintain housekeeping supplies and inventory.
- Maintain the housekeeping budget, providing billing summaries & expenses.
- Determine and maintain department work schedules and notify staff.
- Ensure proper maintenance of all housekeeping equipment.
- Ensure that the campus is environmentally plastic free.
- Manage daily housekeeping activities of the campus including housekeeping during and after events.

Horticulture

- Establish and maintain high horticultural standards and practices; providing direction and training for the horticultural staff.
- Manage and support overall plant health and soil nutrition strategies for all gardens & plantations to include sustainable gardening practices & integrated pest management in the outdoor and indoor areas
- Maintain nursery and greenhouses thus ensuring high quality and healthy saplings for continues maintenance of the gardens.
- Maintenance of horticultural equipment collaboratively with maintenance staff.
- Responsible for the operational department budgets, budget monitoring, strategic planning, and any horticultural capital projects as needed (i.e, installation of new gardens, plantations etc.)
- Increase green cover by extensive tree plantation in the campus.
- Ensure timely trimming of all hedges, mowing of lawns, fertilizer & pesticide application, etc.
- Utilize wet waste as an input to produce high quality manure.

Safety

- Supports top Management in designing, developing & implementing a safety strategy for the Institute.
- Responsible for the implementation of SHE Systems and policies and perform risk assessment for existing areas and new projects.
- Supervise & conduct safety audits.
- Carry out analysis of accident / incident statistics, identifying trends & suggesting improvement plans.
- Carry out any in-house safety training.

Self-Management

- Self-motivated individual who can work seamlessly with all existing team colleagues (internal & external) with effortless ease.
- Confident, assertive and persuasive with excellent oral and written communication skills.
- Able to work well under pressure & beyond official timelines as may be required for the placement process.

Knowledge, Skills & Experience

- Ability to work in and across teams
- Strong interpersonal skills, including influencing and networking
- Excellent communication skills; both written and verbal
- Persuasiveness and assertiveness
- Strong commercial acumen.
- Leadership & ability to work in teams.
- Excellent critical thinking, analytical and problem-solving abilities
- Must have strong interpersonal & influencing skills to work collaboratively with top/senior.
- Must be hands-on in written & oral communication skills to interface with both external & internal stakeholders with complete ease
- Remains calm under pressure; handles challenging situations with professionalism & intention
- Is extremely well-organized; able to create and maintain all necessary paperwork, data, and case notes to ensure outcomes are achieved for each participant
- Ability to respond effectively to the needs of diverse & demanding staff & students

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by **25th July 2021**