



MADE EASY SCHOOL

JOIN OUR TEAM
We're Hiring

Position	HEAD - ADMINISTRATION
Experience	12-25 Years (Candidates from education background will be preferred)
Work Location	MADE EASY SCHOOL, Bandhwari, Gurugram
Salary	Negotiable
Requirement	Graduate/MBA Should be a go-getter and believes in achieving the results
Key Responsibility Area`s	
<ul style="list-style-type: none"> Responsible for all administrative aspects of the organization, government liaising, managing day-to-day responsibilities, and ensuring smooth running of business operations. Developing and implementing new administrative systems within overall corporate policy or budgetary limits and with direct accountability for final results. Managing administrative staff, and lead long term organizational planning. Managing the entire infrastructure; classrooms, activity rooms, laboratories, sports complex, library, the prime areas like learning spaces, cafeteria, auditorium, hall & infirmary etc. Obtain and maintain all necessary license, other local commercial establishment acts Act as single point of contact for liaison with government bodies like local corporations, municipalities, police station and other government authorities New facility development and maintenance: planning and maintenance of physical environment and space utilization Manage / supervise all construction, renovation, and interim decoration work Implement structured infrastructure & facilities management services like office contracts services (existing & new), office security & insurances, AMCs management, fire safety, assets management and ensure overall office compliance under a centralized control system leading to cost saving and effectiveness. Looking after security, housekeeping, transport, cafeteria, it, pest control, horticulture etc. Develop and maintain a site disaster recovery and business continuity plan in partnership with safety & security team Sourcing & procurement of various supplies like stationery, books, furniture, computers, laptops etc. Liaison and negotiate with vendors with an objective to seek best possible deals keeping in mind the budget allocated without compromising on the service levels or the company's overall objectives Evaluate vendor performance and set service level agreements and monitor the same Ensure quality of services provided within the office are on par with prescribed company standards Maintain and control the overall budgetary record and inventory for office administration function. Manage food provider - office food/water replenishment, purchasing and fulfillment Negotiating with external suppliers to secure the best service deals 	

Position	MARKETING EXECUTIVE
Experience	0 to 3 Years (Relevant experience)
Work Location	MADE EASY SCHOOL, Bandhwari, Gurugram
Salary	Negotiable
Requirement	Graduate or MBA with good marketing & convincing skills
Key Responsibility Area`s	<ul style="list-style-type: none"> Liaising and networking with a range of stakeholders Communicating with target audiences and managing customer relationships; Managing the production and distribution of marketing materials, including leaflets, posters, flyers, etc. Participating in Promotional campaigns and Exhibitions Maintaining and updating customer databases; Monitoring competitor activity; Supporting the marketing manager and other colleagues. Responsible for all of the administrative needs of the production department. Ensuring that the adequate stock levels are maintained at all times.

All the above positions are required for our Delhi Centre.
Send your resume at : hr@madeeasy.in
Please mention the position applied in the subject line.

**For more details,
Visit: www.madeeasyschool.in**