
Job Description	:	Admin Manager To provide Administrative support to the nature cure centre.
Reporting to	:	Chief Medical Officer

1. Purpose:

- To manage all administrative work at Centre.
- To direct, supervise and coordinate Non Medical Functions.
- Provide orientation for patients and new employees.

2. Specific Tasks:

- Update room inventory as and when patient gets admitted / discharged.
- Coordination of reception of patients from airport / railway station,
- Manage Patient billing (special treatments, STD, Medicines, Traveling, Guest stay +food.)
- Manage Staff daily attendance & month end salary counting. (monitor their incentives)
- Undertake cash collections and prepare collection summary and submit the same to Director / Bank for safe keeping.
- Issue and maintain record of all advances paid against salaries, etc to employees.
- Reviewing office budget and managing office expenditure.
- Dealing with vendors like housekeeping, printers, promotional / advertising agencies etc.
- Official vehicle usage (log book) & maintenance (regular service).
- Recheck the outsourced work done & materials ordered for the same. (Plumbing, electric, carpenter, mason etc.)
- Track the Incoming of all consumables (eatables, maintenance, house keeping, medicines and stationery)
- Organizing, managing, and routine checking of various stores.
- Answering interoffice queries and communicating all operational data to management.
- Oversee maintenance / allotment of staff accommodation, management of staff canteen,
- Recommend improvement of hospital facilities, including construction or renovation of structure and purchase of new equipment based on personal inspection of premises, consideration of hospital policies, knowledge of community needs and resources.

3. Requirements:

Skills, Knowledge & Essential

Abilities

- Graduate with work exposure to admin job.
- Ability to work independently with minimum instructions.
- Ability to multi-task without getting stressed.
- Leadership & decision making quality

Important

- Good communication and language skills. Fluency over at least 2 of 3 languages – Hindi, English, and Gujarati
- Interest in healthcare and social issues related to it.

4. Remuneration:

- 10 - 15K per month – negotiable for person with long prior work experience.
- Bonus and other benefits as per company policy

5. Location:

- Candidate would be based in Kutch, Gujarat but should be open to frequent short travel.