



## **CAREER OPENINGS**

### **ADMINISTRATION Administration Officer**

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for an Administration Officer position in our Administration Department to join our team. This role is integral to maintaining the high standards of administrative services at IVS, supporting the needs of students, faculty, and staff.

#### **Core Responsibilities:**

- Execute general administrative services, ensuring smooth day-to-day operations.
- Maintain proper filing and organization of all administrative paperwork (electronic and hard copies).
- Manage and address administrative requests and complaints efficiently.
- Keep accurate records of utility bills and forward them to the Accounts Department.
- Process vendor bills, maintain a log, and submit to the Accounts Department for timely payment.
- Coordinate with departments to compile a monthly list of grocery and cleaning items, ensuring timely replenishment.
- Perform routine checks and arrange periodic servicing of the generator, lift, and CCTV systems.
- Report maintenance needs to the Assistant Manager or Manager Administration.
- Coordinate and make necessary arrangements for school events, ensuring that staff, faculty, and students meet all administrative requirements.
- Arrange the booking of car rentals, airline tickets, and hotel accommodations for IVS guests.
- Perform other tasks as assigned by the supervisor.

#### **Qualifications:**

- Minimum Bachelor's degree in Business Administration, Management, or a related field from an HEC-recognized institution.
- 1-3 years of experience in administration or management, with supervisory experience and expertise in procurement processes.

#### **Required Skills:**

- Strong organizational and multitasking abilities.
- Proficient in MS Office.
- Excellent problem-solving skills.
- Attention to detail.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Friday, 25th October 2024**. Only shortlisted candidates will be invited for interviews.