



The President of Alliance Française de Bangalore (AFB) invites the application for the following post of ADMIN MANAGER.

Education of qualification: Bachelor's Degree from a recognized University.

<b>Job Title:</b>	ADMIN. MANAGER	<b>Job Category:</b>	Administration, HR, Public Relation
<b>Duration</b>	1 year (3-month trial)	<b>Position Type:</b>	On contract basis
<b>Contact:</b>	President & Director	<b>Location</b>	Bangalore

## JOB DESCRIPTION

### SPECIFIC FUNCTION 1

*Following-up relations and communication with the Executive Committee.*

- Organize EC meetings & the Annual General Body Meeting.
- Prepare, in close collaboration with the Director, working documents for the Committee meetings (agenda, minutes).
- Keep update the records and register the minutes of the meetings.
- Communication & correspondance with the District Registrar of Co-Operative Societies.
- Take dictation if required.

### SPECIFIC FUNCTION 2

*Manage the administrative staff of the AFB (staff and sub-staff).*

- Monitoring all the employees of AFB.
- Supervise of the normal working of the administrative staff (actual work done as compared to the work profile, attendance, punctuality, etc.).
- Draw up contracts for the staff and maintain update all the records.
- Draw up the annual list of holidays in relationship with the Courses department.
- Follow-up of availed and remaining leave for each employee, update the calendar of leaves.
- Prepare employee salaries in consultation with the Director.
- Checks teachers' salaries from the course coordinator and present them to the director.

### SPECIFIC FUNCTION 3

*Manage the building and material*

- Execute all tasks concerning purchase of material: request and receive quotations, help in selecting material of good quality, prepare purchase document, approval of received material, follow-up of maintenance contracts, etc., as per the KTPP Act of Karnataka.
- In charge of the relations with suppliers and compare the competitiveness of their prices.
- Execute all tasks concerning services for the building : requesting and receiving estimates, preparing purchase document, supervision of schedule for execution of the services, definition of supervision modalities once the contractor has been selected, etc.

- In close coordination with the Director daily supervision of the state of the premises, both inside and outside, of the AF: checking the cleanliness, the safety and the solid quality of the premises, capacity to have any possible dysfunctions corrected without delay.

#### **SPECIFIC FUNCTION 4**

*Support to the others departments in administrative aspects.*

- Receive and manage the requests for the auditorium, and the Dance studio in coordination with the reception staff: Draft the contract and do the follow up (payment, keep the record updated)
- Receive finalized contracts with corporates or other external institutions (schools, universities) from the courses department, issue purchase orders and invoices and monitors payments.
- In charge of all procedures with regards to recruitment of French and Indian teachers (contract, FRRO registration, PAN card procedure, insurance).

#### **WORK EXPERIENCE**

Minimum 2 years of work experience in Human Resource Management.

#### **PROFESSIONAL SKILLS**

- Sound knowledge of the working of administration in Karnataka
- Sound knowledge of Indian procedures with respect to commercial transactions (purchase of goods and services)
- Excellent knowledge of basic office automation tools (Microsoft Office, e-mail, database).
- Notions of business communication.
- Excellent English and Kannada skills (spoken and written), French basic level will be appreciated.

#### **BEHAVIORAL SKILLS**

- Being able to work in team
- Mature and patient person
- Punctual
- Ability to communicate easily with people of different nationalities and socioprofessional backgrounds
- Capacity to interact daily in an intercultural context
- Must be organized , methodical ,adaptable
- Must be able to respect confidentiality

#### **TIMINGS**

Monday to Friday: 9.30am to 5.30pm

Saturday: 9.30am to 1.30pm

#### **Working conditions**

Consolidated Salary range from INRS 45,000/- to 50,000/-

**THE SELECTED CANDIDATE WILL BE APPOINTED ON CONTRACT BASIS AFTER THE 3 MONTHS PROBATIONARY PERIOD REGARDING HIS/HER GENERAL PERFORMANCE WHICH WILL BE ASSESSED.**

**MAIL YOUR CV + COVER LETTER to the President of Alliance Française de Bangalore @ [president.bangalore@afindia.org](mailto:president.bangalore@afindia.org), copy to [director.afbangalore@afindia.org](mailto:director.afbangalore@afindia.org), before 30 NOVEMBER 2023. Contact: Jean Christian RANDRIANAMPIZAFY, the Director: +91 789 909 8181.**

The General Secretary /Director  
J.Christian Randrianampizafy