

# Career Opportunity

**Posting Title:** General Manager (Administration)  
**Job Code Title:** General Manager (Administration)  
**Department/Office:** A.K. Consulting Services, Inc, New York  
**Duty Station:** New York City  
**Posting Period:** 05 Years  
**Job Opening Number:** 12-Admin, New York City

## Responsibilities for General Manager Administration

- Overseeing all administrative functions, work order management, survey for A.K. Consulting Services, Inc., ensure operations in low cost with high standard to meet customer expectation
- Training, developing and mentoring staff to maintain an efficient admin team to support A.K. Consulting Services, Inc, various business operation, Managing budgets, expenses and invoices for administrative function
- Supervise outsourced contractors' daily work, keep strictly control. Conduct regular & irregular review contractors' performance (KPI) with inspiration leadership and set up long-term cooperation with them, implement monthly report
- Maintaining effective communication with different level managers & engineers in A.K. Consulting Services, Inc, in order to bring sufficient and timely administrative support, and maintaining high levels of confidentiality.
- The candidate must be self-motivated, have a strong interest in admin and office as a career, have strong interpersonal skills, able to sell his/her skills, and be able to work effectively in a team environment with people of all job levels who are hierarchically and culturally diverse
- Ability to identify, prioritizes, and effectively completes critical tasks, both long term plan related and urgent issues. An ability to analyze and clearly articulate interrelated and complex issues.
- Provide standard duties as assigned, including faxing, copying, mailing, and communicating with clients
- Organize meeting schedules for various departments
- Help organize small to large scale events and provide ongoing assistance during events
- Assist in handling of human resources activities, including payroll and personnel databases
- Maintain and order necessary office equipment and supplies, as needed.
- Lead and coordinate communication efforts in the staff members and external stack holders.
- Promote and protect A.K. Consulting Services, Inc, brand and help strengthen its positioning, reputation and communication strategies.
- Good English in writing and better on verbal, good communication and social skills. Good ability to use computer tools is essential (MS, Office.)

### Education

University degree (Bachelor/ Master's degree or equivalent) from any country. MBA in Human resources or Marketing will be preferred.

### Work Experience

A minimum of three years of experience as an Administrative Officer in Private Sector/Semi Government Organization/ Government Organization in any country.

### Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### Special Notice

This position is open for recruitment for an initial period of Five years and may be subject to extension. Staff members are subject to the authority of the CEO and to assignment by Him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All applicants are strongly encouraged to apply by mail or walk in as soon as possible and well before the deadline on July 31, 2021 to A. K. Consulting Services, Inc. 3766 72 street Floor 3, Jackson Heights, NY 11372, USA.**