

# APPAREL TRAINING & DESIGN CENTRE

“Paridhan Vikas Bhawan”, Plot No. 50, Sector – 44, Institutional Area, Gurgaon,  
Haryana 122003

**Email – [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in)**

‘The Apparel Training & Design Centre’ (ATDC) is India’s largest Vocational Training provider in ‘Apparel Sector’ currently having Pan-India network of 82 Centres. ATDC is hiring ‘Executive (Admin)’ for ATDC - NHO, Gurgaon on contract basis.

## **Position Overview**

<b>Location:</b>	Gurgaon
<b>Position:</b>	‘Executive’ (Admin)
<b>Engagement:</b>	On Contract
<b>Age Limit</b>	below 35 Years
<b>Salary</b>	Negotiable (CTC Basis)

## **Requirements (Qualifications & Experience)**

- Graduate Degree in Finance/ Business/ Administration (Full Time) from recognized University/ reputed Institute. LLB is preferred. The candidate should be able to work independently.

## **Experience :**

- Total experience of minimum 4 years in the field of civil work including building maintenance, critical repair work and management of Fire extinguishers and all Safety equipment, Inverters, Plumbing, Vehicle / Transportation Management etc. Sourcing materials, goods, products, manage Purchase orders. Managing lease agreement and insurance etc.
- Previous experience as Executive (Purchase & Admin) or at similar position in company having turnover of INR 20 Crore or more.

## **Roles and Responsibilities**

- Identifying the procurement needs of the entire organization and preparing reports.
- Managing procurement and purchase orders.
- Managing the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, paying for goods & services and liaise with the service providers.
- Processing of monthly utility bills.
- Maintenance of Building of ATDC PAN India centres including critical repair work, managing of electrical work, Fire extinguishers and Safety equipment, Plumbing, Vehicle/Transportation etc.
- Managing Hotel Booking/Air-Road-Train Bookings/holidays & travel etc.
- Managing Service Contracts of housekeeping Staff/Guards etc.
- Managing space allocation for new centres wherever required. Liaisoning with Govt. agencies / concerned departments for Building and Lease agreements etc.

## **Skills Required**

- Excellent communication and interpersonal skills.
- Excellent organizational and managerial skills.
- Proficiency in using statistical tools and generating relevant reports.

Application must include a cover letter with recent curriculum vitae. The applicant should provide photocopies of Xth , Graduation Certificate / Degree and must attach last pay certificate showing deduction details etc. The experience details with timelines be detailed along with the application.

Interested candidates from Delhi NCR may send their CV’s to [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in) within 10 days of the release of advertisement. Only shortlisted candidates shall be called for interaction followed by personal interview. ATDC reserves the right to cancel this recruitment or any application without assigning any reason.