

Sub.: Duties of Admin Officers at site

The admin officer at site have three main duties namely labour welfare and safety, management of security and maintenance of stores / material at site and maintenance and certification of registers and vouchers. The details of these duties are as follows:

Labour welfare and safety:

- Provision and maintenance of labour quarters, bathrooms, drinking & borewell water and electric power connection.
- Send children above 5 years age to government schools.
- Establish a crèche for children under 5 years and for all children during the vacation time.
- Ensure that adequate helmets and safety belts are provided.
- Enforce use of helmets and safety belts.

Management of security and maintenance of stores / material.

- Ensure that material and tools are properly arranged in stores and maintain a stock register.
- Ensure that building materials like sand, brick, ballies, metal, etc., are stored in designated bins / areas.
- Ensure that small items, scrap, etc., is stored in designated areas.
- Get stores cleaned and stock taken once a week.
- Monitor and manage security personal and their work at site.

Maintenance and certification of registers site and vouchers

- Certify all registers on a daily basis.
- Ensure that engineers certify the required registers on a daily basis.
- Certify all weekly payments like labour, material and hire charges.

Additional duties shall be as follows:

1. Coordination for repair and maintenance of equipment like drills, pumps, generators, motors, etc.
2. Take full responsibility to ensure that office equipment like computers, phones, printers, fax, internet connection, etc., are operational at all times.
3. Coordinate sales collections and housing loans with customers and staff whenever required.
4. Attend to customers in absence of sales staff.
5. Coordinate with customers regarding additions and alterations, complaints about defects in construction and most importantly for handing over possession of flat/bungalow.
6. Collection of maintenance charges.
7. Setup a team for maintenance of common amenities like club house, swimming pool, landscape gardens, etc., and oversee their operations. (including model flat /bungalow).
8. Coordinate between purchase department and engineers with respect to requisition for material.
9. Maintain harmonious relations amongst staff at site.
10. File police complaint against theft or violence at site.
11. provide immediate medical treatment including hospitalization for labourers / staff.

Note:

- The above list is not comprehensive and the admin officer may take up other duties as required.
- The most important duty of the admin officer is to help run the operations at site smoothly and to avoid stoppage of work under any circumstances. The admin officer shall endeavor to correct/ train staff / security / labour to do their work correctly and the intent must not be to punish or penalize.

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