**Job Profile**

**Sannam S4 Management Services India Pvt. Ltd.**

**Designation:**

Assistant Manager – Education Division

**Location:**

Delhi

**About Sannam S4 (**[www.sannams4.com](http://www.sannams4.com)**)**

Sannam S4 enables globally-ambitious institutions to explore, enter and expand into dynamic, high-growth markets throughout the world. In India, Sannam S4 specializes in establishing a local presence, increasing local activity and developing the local interests of international organizations and education providers. A presence across key cities (New Delhi, Bengaluru, Mumbai, and Chennai) and an experienced team of professionals help Sannam S4 deliver solutions for a range of prestigious organizations.

The Education Team, the largest within Sannam S4, serves 50 higher education institutions from eight countries. These range from six of the top ten institutions in the world and half a dozen Russell Group universities in the U.K., to leading institutions in the U.S.A., Canada, Ireland, Australia and New Zealand. Sannam S4 provides in-country support for partner institutions, helping them realize their internationalization goals in India, China, the Middle East, Malaysia and Brazil.

**Job Role/Job Description:**

* Giving assistance to Executive Director, Head of Education/Director of Education/Head of Operations
* Operations:
  + Monitoring the expense process.
  + Ensuring that all the expense sheets, vendor invoices are submitted to finance on time.
  + Monitoring timely entry of expenses in online portal.
  + Monthly reconciliation.
  + Checking all the expense sheet and vendor invoices are entered in various trackers.
  + Checking and Monitoring central itinerary sheet for Education LaunchPad staff.
  + Checking itinerary and approving travels for Education LaunchPad staff for their travels.
  + Leave Management: Informing University/Client for leave requested by Education LaunchPad staff. Approving leaves on online portal.
  + Coordinating with Education LaunchPad staff for their travel expenses, travel advance & forex request.
  + Coordinating with Head of Client Engagement and staff for Monthly reports.
  + Preparing monthly reports and sending the same to Client on time.
  + Working on various data cuts as and when required by the Management or Client.
* Coordinating with finance
  + Checking for timely payment of invoices and expense sheets
  + Coordinating with finance for any discrepancies and reconciliations
  + Checking with finance for any query raised by Education LaunchPad Staff
* Coordinating with Vendors
  + Checking with vendors for invoices
  + Coordinating for discrepancies in invoices
  + Raising issues with Vendors incase Staff faces any issues.
* Being instrumental in ensuring on-time delivery as per Client’s requirement.
* Identification and resolution of issues.
* Monitoring a team
* Ensuring regular and appropriate meetings take place within the team.
* Responsible to keep a track of project expenses.
* Maintaining Project Time sheets.

**Qualification**

* Bachelor’s degree or above in a business or scientific discipline.

**Experience**

* Five to Seven years’ work experience

**Desired Skills & Requirements**

* Good oral and written communication.
* Hard working & the ability to multi-task.
* Ability to effectively work in challenging situations and stick to deadlines.
* Ability and willingness to work under broad guidance.
* Team player
* Collaborative working style so that he/she can be effective in the team and can motivate the designated staff member(s) to strive towards their goals.
* Good IT skills – Internet, Windows environment, MS Office especially excel, word & power point
* Negotiation skills
* Mindset to help
* Analytical & Logical Skills
* Work Management Skills