

Home Administrator

Experience – 10 Yrs

Qualification – Any Graduate

Location – New Delhi

Job Description:

Position Overview: We are seeking a reliable and organized Home Administrator to oversee household operations. This role involves managing staff, coordinating daily tasks, handling errands, and ensuring the home runs smoothly. The ideal candidate is tech-savvy, ready to work on field resourceful, and capable of managing both administrative and hands-on tasks.

Key Responsibilities:

1. Household Supervision:

- Oversee and manage home staff, including cleaners, cooks, drivers, and other service providers.
- Assign tasks, monitor performance, and ensure the home is maintained to high standards.
- Responsible for ensuring the security and safety of the home at all times.

2. Mobile and Application Management:

- Efficiently use and manage mobile applications like Swiggy, Google Maps, and other relevant apps for household logistics and errands.
- Place online orders, coordinate deliveries, and manage scheduling through apps.

3. Fieldwork & Errands:

- Perform field tasks such as running errands, shopping, or coordinating home maintenance services.
- Ensure smooth execution of external tasks related to household needs.

4. Household Maintenance:

- Coordinate maintenance and repair tasks, including managing external vendors for plumbing, electrical, and HVAC work.
- Ensure timely repairs and upkeep of household equipment and infrastructure.

5. Staff and Resource Management:

- Supervise drivers and coordinate transportation needs for family members or household requirements.
- Manage the inventory of household supplies, ensuring essentials are well-stocked.

6. Communication & Problem-Solving:

- Act as the primary point of contact for household inquiries, resolving issues effectively.

- Handle ad-hoc tasks with flexibility and adaptability as priorities change.

Key Skills:

- Strong **leadership** and **supervisory abilities** to manage household staff.
- Excellent **communication** and **problem-solving skills**.
- **Proficient with mobile applications** (e.g., Swiggy, Google Maps) for home logistics.
- **Basic knowledge of household systems** (e.g., electrical, plumbing, HVAC) is a plus.
- **Flexibility** and willingness to take on **fieldwork** as required.

Qualifications:

- Proven experience in household management or a similar role.
- Ability to multitask and manage both administrative and hands-on duties.
- Comfortable with technology and mobile applications for managing household logistics.