

Job Description: Admin Executive.

Location: Calicut/Kochi/Bangalore/Mangalore/Chennai

Job Type: Full-time

Reports to: Head of Operations and Facility.

About Lanstitut:

Lanstitut Transcending language boundaries Lanstitut, founded in 2021, is a full-stack employability-led platform dedicated to connecting healthcare professionals with international job opportunities while equipping them with essential language skills, certification support, and cultural training for a seamless transition. Through strategic partnerships with hospitals and medical institutes worldwide, we provide a structured pathway to help professionals navigate complex regulations, enhance their skills, and advance their global careers.

Job Summary:

We are looking for a proactive and responsible Admin Executive to oversee the day-to-day operations and maintenance of our branch. The ideal candidate will ensure that the facility is well-maintained, safe, organized, and fully operational to support smooth offline class delivery for students and faculty.

Key Responsibilities:

1. Facility Management & Branch Maintenance:

- Regularly monitor the maintenance of the branch premises to ensure cleanliness, safety, and proper functioning.
- Ensure classrooms, common areas, washrooms, and office spaces are clean and well-maintained throughout the day.
- Ensure classrooms are locked and secured after hours, and lights, ACs, and electronic devices are properly switched off.
- Monitor the functioning of electrical, plumbing, internet, AC, and other essential infrastructure systems.
- Coordinate repairs, servicing, and preventive maintenance activities with vendors and maintenance teams.
- Report facility-related issues promptly and follow up until resolution.
- Maintain a professional, organized, and student-friendly branch environment at all times.

2. Vendor & Service Coordination:

- Coordinate with housekeeping, security, maintenance staff, and external vendors for smooth branch operations.
- Ensure all vendor services are delivered on time and as per operational standards.
- Track AMC schedules, servicing timelines, and maintenance activities for branch equipment and infrastructure.
- Follow up with vendors for repairs, replacements, and service completion when required.

3. Classroom & Infrastructure Readiness:

- Ensure all classrooms are fully prepared before the commencement of offline classes and events.
- Monitor seating arrangements, classroom equipment, projectors, internet connectivity, and other learning infrastructure.
- Ensure uninterrupted classroom operations by addressing infrastructure-related issues immediately.
- Support classroom setup and operational readiness during new batch launches or branch expansion activities.

4. Inventory & Asset Management:

- Maintain records of branch assets, equipment, furniture, and facility-related inventory.
- Monitor stock levels of cleaning materials, stationery, classroom supplies, and operational equipment.
- Coordinate procurement and replacement of branch supplies and equipment as required.
- Ensure proper usage, handling, and maintenance of all branch assets.

5. Safety, Hygiene & Compliance:

- Ensure health, safety, hygiene, and operational standards are maintained across the branch premises.
- Conduct regular checks to ensure compliance with company policies and facility guidelines.
- Ensure emergency exits, fire safety equipment, and safety procedures are properly maintained and accessible.
- Address safety concerns and take preventive measures to maintain a secure environment for students and staff.

6. Coordination & Issue Resolution:

- Act as the primary point of contact for facility-related concerns raised by students, faculty, and staff.
- Coordinate with the administration and operations team to ensure smooth branch functioning.
- Resolve operational and facility-related issues in a timely and efficient manner.
- Provide regular updates regarding branch maintenance, infrastructure needs, and operational challenges.

7. Administrative & Reporting Responsibilities:

- Maintain records of maintenance activities, vendor services, inventory, and operational expenses.
- Prepare and submit regular reports related to branch facility operations and maintenance requirements.
- Track branch operational needs and communicate requirements to the management team.
- Support day-to-day administrative activities related to branch operations and facility management.

