

## **Administrative Head** – Hands On Advanced Medical & Surgical Skills Training Centre

Location: Naupada, Thane

### **Position Summary**

The Administrative Head will be responsible for the overall day-to-day operations and administrative functioning of the Medical Simulation & Skill Lab Centre. The role requires a highly responsible, respectful, organized, and proactive individual who can ensure smooth functioning of the centre, maintain operational excellence, coordinate with faculty and stakeholders, and support the vision and standards of the institution.

The candidate will work closely with the Executive Officer to manage administrative systems, operational workflows, scheduling, compliance, documentation, infrastructure coordination, and institutional partnerships.

This role is critical in ensuring that the centre functions professionally, efficiently, and in alignment with healthcare education standards.

### **Key Roles & Responsibilities**

- Oversee and manage the day-to-day operations of the Medical Simulation & Skill Lab Centre
- Coordinate admissions, enrolments, batch scheduling, and faculty logistics
- Ensure smooth functioning, maintenance, and readiness of simulation labs, equipment, and training spaces
- Maintain administrative records, accreditation documents, inventory, and operational reports
- Coordinate with the Executive Officer regarding centre operations, planning, and institutional activities
- Liaise with hospitals, colleges, vendors, and external stakeholders for training programs and partnerships
- Foster a professional, respectful, and efficient work environment while supporting staff coordination and operational excellence

### **Required Skills & Competencies**

- Strong administrative and operational management skills
- Excellent communication and interpersonal abilities
- Professional, respectful, and responsible attitude

- Strong organizational and multitasking capability
- Ability to independently manage daily operations
- Problem-solving and decision-making skills
- Good documentation and reporting practices
- Ability to coordinate effectively with multidisciplinary teams
- Academic background in healthcare administration is preferred
- Fluent in English and Hindi

If you see yourself in this role and are passionate about contributing to a growing Medical Simulation & Skill Lab Centre, we would love to hear from you.

Please send your updated resume/CV to:

Kindly mark a copy to: [info@handsonmedicalsills.com](mailto:info@handsonmedicalsills.com) / [vnl.venkatraman@gmail.com](mailto:vnl.venkatraman@gmail.com)

**Last date for applications:** 30th May 2026.