

Senior Admin

At Zenexa, we are committed to transforming healthcare operations with accuracy, compliance, and innovation. While we partner with providers, payers, and healthcare organizations to deliver reliable RCM and retrieval solutions, our internal operations thrive on robust administrative support. We are seeking a **Senior Admin** to oversee and strengthen our administrative functions, ensuring smooth operations, compliance, and efficiency across the organization.

Role Overview

The Senior Admin will be responsible for managing day-to-day administrative operations, coordinating with cross-functional teams, and driving efficiency in workplace management. This role demands excellent organizational skills, strong attention to detail, and the ability to handle sensitive information with discretion. The Senior Admin will play a vital role in supporting leadership, ensuring compliance with organizational standards, and enabling a seamless work environment for all employees.

Key Responsibilities

- Oversee and manage end-to-end office administration, including facilities, vendor management, procurement, and supplies.
- Coordinate schedules, meetings, travel arrangements, and documentation for senior leadership.
- Implement and monitor administrative policies, ensuring compliance with company standards and legal requirements.
- Manage employee records, onboarding/offboarding documentation, and HR coordination where required.
- Handle confidential information with integrity, ensuring strict data protection and compliance.
- Drive efficiency in administrative processes by identifying gaps and recommending improvements.
- Prepare and maintain MIS/reports for administration, including expense tracking, asset management, and operational dashboards.
- Support internal events, employee engagement activities, and training coordination.
- Serve as a key point of contact between leadership, staff, and external stakeholders.

Core Skills & Competencies

- Strong knowledge of office administration, vendor management, and compliance requirements.
- Excellent organizational and multitasking abilities.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).

- Strong written and verbal communication skills.
- High level of discretion, integrity, and problem-solving ability.
- Ability to work independently while managing multiple stakeholders.
- Exposure to process improvement and automation tools (preferred).

Qualifications

- Any Graduate
- 4–7 years of experience in administrative roles, preferably in the healthcare/BPO/RCM industry.
- Proven track record of handling senior-level administrative responsibilities.
- Strong experience in vendor management, facilities, and compliance.

Why Join Zenexa?

- Be part of a fast-growing healthcare operations leader.
- Opportunity to work closely with leadership and influence organizational efficiency.
- Culture that values integrity, ownership, and continuous improvement.
- Attractive career growth path in Administration & Operations Management.