

JOB Description: ADMINISTRATION ASSISTANT, Romila Palliative Care (RPC)



ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

THE ROLE

The Administration Assistant is required to assist with general administration activities at Central Operations as well as with the program teams in absence of assigned admin staff. He/She will be required to manage general administration activities as well as take on the additional responsibility of assisting with the purchase and inventory management systems.

RESPONSIBILITIES

At Central Operations:

1. To assist with Fixed Asset Management –data entry, visiting offices/sites and marking assets with assigned codes
2. To assist the purchase process – entry in purchase tracker, filing etc.
3. Visit every office and its corresponding centres/sites at least 2-3 times a month to collate any requirements vis-à-vis maintenance, repairs, electrical connections
4. Assist with inventory management – physical inspection and count, data entry
5. Any other task/activity assigned to fulfill Administration goals

At Program Sites:

1. Supervision of housekeeping and pantry services
2. Admin tasks such as repairs and maintenance, AMC of Pest Control / AquaGuard, dispatch and courier, attending phone calls, filing, physical inspection of purchases, managing printing and stationery requirements, correspondence, etc.
3. Logistics arrangements for meetings, events, visitors
4. HR and finance functions pertaining to attendance and leave records, maintaining petty cash, billing and payments.
5. Minor IT troubleshooting assistance
6. Any other task/activity assigned to fulfill Administration goals

MANAGEMENT & REPORTING

- Report weekly to the Sr. Admin Officer/Admin Coordinator
- Ensure documentation is complete on a monthly basis

PERSON SPECIFICATION REQUIREMENTS

Essential

- Education: minimum HSC, graduation in Commerce preferred
- Good interpersonal and communication skills
- Computer literate, preferred proficiency in Word, Excel
- Ability to communicate in English, Hindi and Marathi – oral and written
- Ability to take initiative and good grasping skills
- Willingness to travel within Mumbai

APPLICATIONS

Interested candidates can send their CVs via email to recruitment@snehamumbai.org with Subject line: **SNEHA_ Administration Assistant**