

## **JOB DESCRIPTION**



**OPENING FOR: ADMIN COORDINATOR- NON- IT PURCHASES & CENTER IDENTIFICATION**

**NAME OF THE PROGRAM: CENTRAL OPERATIONS**

**ROLE REPORTS TO: ASSOCIATE DIRECTOR- HR & ADMIN**

**LOCATION: SANTACRUZ**

### **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 New born 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.

### **PURPOSE OF THE ROLE**

To handle complete Non-IT Purchases for all the SNEHA Centre's and Identifying centres, ensuring all the Program have fully functional centre. The role will include evaluating vendors, negotiating contracts and preparing reports.

### **DUTIES & RESPONSIBILITIES**

#### **NON-IT PURCHASES**

1. Research and Identify potential vendors/Suppliers
2. Compare and evaluate offers from suppliers
3. Negotiate contract terms of agreement and pricing
4. Track orders and ensure timely delivery
5. Review quality of purchased products
6. Enter order details (e.g. vendors, quantities, prices) into internal databases
7. Maintain updated records of purchased products, delivery information and invoices
8. Prepare reports on purchases, including cost analyses
9. Monitor stock levels and place orders as needed
10. Coordinate with warehouse staff to ensure proper storage
11. Attend trade shows and exhibitions to stay up-to-date with industry trends
12. Maintaining Stock keeping

#### **CENTER IDENTIFICATION**

1. Research and Identify Places keeping the centre's needs in mind.
2. Market Research, along with solid analytical skills to make sure you're identifying the most profitable offers.
3. Negotiating contract terms and pricing
4. Ensuring all the paper work is complete
5. Maintain meticulous records of each centre identified.
6. Compare vendors using cost benefit analysis.

### **EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIRED FOR THIS ROLE**

1. Minimum Post Graduate in finance, business management or equivalent
2. Minimum 7+ years of experience in the duties and responsibilities specified.

### **SKILLS REQUIRED FOR THIS ROLE**

1. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
2. Strong Negotiation Skills
3. Using organization skills to maintain meticulous purchasing, shipping, and receiving records.
4. Conducting comparative analysis of potential suppliers
5. Knowledge of finance, accounting, budgeting, and cost control procedures.
6. Organizing and coordinating skills.
7. Multi-Tasking and working with teams.

### **APPLICATIONS**

Interested candidates can send their CVs with cover letter by Date via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the Subject Line: **SNEHA-ADMIN COORDINATOR**