

JOB DESCRIPTION



OPENING FOR: Admin Officer

NAME OF THE PROGRAM: Central Operations

ROLE REPORTS TO: Admin Coordinator

JOB LOCATION: Santacruz

THE ROLE

The Administration Officer 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 center's/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 applicants can send their updated CVs to: shikha.kotian@snehamumbai.org with Subject line-**SNEHA- Central Operations-Admin Officer**