

## **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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

## **ABOUT 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.

## **JOB PURPOSE:**

This role is required to assist with general administration activities at Central Operations as well as with the program teams in absence of assigned admin staff. 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.

## **KEY TASKS:**

- To assist with Fixed Asset Management –physical verification of assets in locations under the program/s the officer is handling
- To assist the purchase process – entry in purchase tracker, filing etc.
- Visit every office and its corresponding center's/sites at least 2-3 times a month to collate any requirements vis-avid maintenance, repairs, electrical connections
- Assist with inventory management – physical inspection and count, data entry
- Any other task/activity assigned to fulfil Administration goals
- Supervision of housekeeping and pantry services
- Admin tasks such as repairs and maintenance, AMC of Pest Control / Aqua Guard, dispatch and courier, attending phone calls, filing, physical inspection of purchases, managing printing and stationery requirements, correspondence, etc.

- Logistics arrangements for meetings, events, visitors
- HR and finance functions pertaining to attendance and leave records, maintaining petty cash, billing and payments
- Minor IT troubleshooting assistance
- Any other task/activity assigned to fulfil Administration goals

**Management Responsibility:**

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

**Personal Attributes:**

- Ability to Plan, negotiate and eye for detail
- Vendor Management, stakeholder management and team management

**Desirable Skills for This Role:**

- Multi-tasking and NGO Experience
- Oral and written command of English and Hindi.
- Sound values and work ethics
- 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 Bhiwandi & Mumbai

**Job Location: Bhiwandi**

**Qualification & Experience**

- Any Graduation
- 1 to 5 years

Applications to be sent via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) / [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with Subject line: **“Officer - Program Logistics”**