



## ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

## “WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.







**If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!**

For detailed Information visit our website: [www.snehamumbai.org](http://www.snehamumbai.org) and follow us on:

SNEHA - SOCIAL MEDIA HANDELS	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

### Designation: Officer- Program Logistics

-  **Role:** He/ She required to assist with general logistic activities at the assigned program as well as for Central Operations work. He / She will be required to manage all logistics activities including the responsibility of assisting with the purchase and inventory management systems.
-  **Educational Requirement:** Any Graduation
-  **Experience:** Minimum 3 to 5 years
-  **Location:** Across Mumbai
-  **Reports to:** Coordinator- Program Logistics
-  **Apply:** Applications are to be sent via email to **damini.pandey@snehamumbai.org** with the Subject line: "Officer- Program Logistics"

## COMPRESSIVE OVERVIEW OF THE POSITION

### JOB PURPOSE:

This role is required to assist with general logistics activities at the assigned program as well as for Central Operations work whenever required. Will be required to manage all logistics activities including the responsibility of assisting with the purchase and inventory management systems. He / She has to coordinate with program team on daily basis to understand the logistic requirements for project office, centers and for all events/ campaigns/ workshops planned by the program and complete task at stipulated time. Communication with Coordinator – Logistic on time to time to complete the task.

### CORE RESPONSIBILITIES:

#### Logistics Arrangements for Meetings, Events, and Visitors:

- Coordinate logistics for meetings, events, and visitor arrangements (venue booking, transportation, refreshments, etc.)

#### Support Project Teams:

- Support project team for maintaining petty cash for project related expenses
- To assist the purchase process for the assigned program – entry in purchase tracker, follow up with the vendors for timely submission of Invoice / challan etc. Maintaining records of the purchases.
- Periodic visits to allocated program's center's/sites to understand / collate any requirements vis-a-vis maintenance, repairs, electrical connections

**Supervision of Housekeeping and Pantry Services:**

- Supervision of housekeeping and pantry services at project offices/ centers

**Managing Logistics Tasks (Repairs, AMC, and Dispatch):**

- Managing other Logistics tasks such as repairs and maintenance, AMC for Pest Control / water purifier/ water dispenser, dispatch and courier for assigned program

**Administrative Support:**

- Attending phone calls, filing, physical inspection of purchases, managing printing and stationery requirements, correspondence, etc.

**Fixed Asset Management:**

- To assist with Fixed Asset Management –physical verification of assets in locations for the allocated program/s, maintaining record of the physical assets of the organization, periodic physical verification & keeping the track of the same. Timely maintenance whenever required.

**Inventory Management Support:**

- Assist with inventory management – physical inspection and count, data entry

**Minor IT Troubleshooting Assistance:**

- Minor IT troubleshooting assistance

**Miscellaneous Logistics Tasks:**

- Any other task/activity assigned to fulfill Logistics goals

**Management responsibility:**

- Report weekly to the Coordinator Logistics on the status of work
- Ensure documentation is complete on a monthly basis

**BEHAVIOURAL COMPETENCIES:**

- Ability to Plan, negotiate and eye for detail
- Vendor Management, stakeholder management and team management
- Sound values and work ethics
- Ability to take initiative and good grasping skills

**CRITICAL TRAITS:**

- Ability to communicate in English, Hindi and Marathi – oral and written
- Computer literate, preferred proficiency in Word, Excel
- Multi-tasking and NGO Experience

**DESIRABLE SKILLS FOR THIS ROLE:**

- Willingness to travel within Bhiwandi & Mumbai

**“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”**