

Job Description

Assistant Manager-Administration

BACKGROUND

The Hans Foundation, established in 2009, is a Public Charitable Trust that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

GENERAL

Location: Prayagraj, Ranchi, Dehradun, Guwahati

Type of Employment: Contractual for 1 year, renewable basis project requirements

1. JOB PURPOSE

The Assistant Manager-Admin would be mainly responsible for maintaining the offices across the region, fleet management and other rule records/registers, upkeep of as, sets, and vendor management.

KEY ACCOUNTABILITIES

- Checking & verification of Bills and Expenditures.
- Plan and coordinate various purchases and procurements for regional as well as field offices/guest houses
- Coordinate and plan with Project team for the commissioning of various new offices across the region.
- Develop SOP for office administration and vendor management for the region.
- Regional office administration
- Fleet Management: Schedule service tracking of all MMUs in the region, coordinate and develop vendors for service of MMUs to avoid breakdown, monitor the offroad to onroad TAT, cost-saving analysis, Management of insurance and fitness of Van, fleet card and fuel management, Warranty claim settlement of tyre & battery, Organise driver training & skill enhancement program.
- Liaison with all field offices and monitor the upkeep of assets/rent payments/electricity payments/breakdowns etc

- Charting comparatives, Purchase/work orders, and vendor management
- Maintaining asset checklists, and their upkeep across the region
- Data analysis of fuel management and medicine management across the region
- Support logistic arrangements for Travel, Meetings, Workshop and Events
- Regular follow-up with consultants and vendors for timely submission of Bills and Reports.
- Liaison between Regional office and other Field offices in the region on admin matters, providing advice and support.
- Maintaining and updating administrative files with necessary confidentiality wherever required.
- Organising interviews and providing support to selection panel in the organisation of evaluation and recruitment procedures.
- Carrying out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of THF's work, such as substituting for absent colleagues, carrying out other administrative tasks, etc..

2. **Reporting to:** Regional Senior Manager at Regional Office

3. **Other Indicative Requirements**

Educational Qualifications	<ul style="list-style-type: none"> ● Graduate/Post Graduate and at least 4-6 years of experience in Administration
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> ● Efficient in handling admin office work and computer proficiency (particularly in Microsoft Word and Excel). ● Experience in Fleet management and vehicle maintenance ● Preference will be given to those having experience in NGO or development sector. ● Must be able to adhere to deadlines. ● Good interpersonal and communication (verbal & written) skills, fluency in written and spoken English and Hindi are required. ● Must be comfortable in a highly collaborative, consensus-oriented environment. ● The ideal candidate will be creative, highly motivated and able to operate effectively in multidimensional team under pressure.

Please share your resume on careers@thfmail.com with subject as **Application for Assistant Manager-Administration.**

THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.