

American India Foundation (AIF) – Administration Officer

Position: Administration Officer

Function: Finance and Administration

Location: Gurugram

Nature of employment: Fixed term staff contract for 1 year

Reporting: Procurement & Administration Manager

Job Summary:

The Administration officer will deal with every aspect of operations related to General Administration and Procurement. S/he holds specific responsibility to provide support in all administrative tasks including day to day office management, procurement, travel management, asset management, MIS, Compliances etc.

Key Roles & Responsibilities:

Office Administration:

- To ensure day to day office arrangements,
- To organize office filing systems, maintenance of inward-outwards registers, receipt and dispatches of correspondence,
- Ensure proper maintenance of office property which includes building, office furniture and equipment's, computers etc. through regular monitoring and upkeep,
- Maintaining records of all movable & immovable assets at central and state offices and ensure assets register and asset numbering is up to date,
- To supervise and monitor the working of housekeeping staff,
- Ensure all organizational assets including equipment's, and other fixed assets in all offices are insured at all times,
- Support and coordinate for travel/tickets, cab/taxi and stay arrangements of Project staff and visitors as per travel request raised,
- Negotiate the best rates and deals available in the markets for travel and lodging,
- Maintenance of petty cash and corporate credit cards.
- Provide administrative support to all meetings / conferences and official receptions,

Procurement and Supply chain management:

- Assist the Procurement manager in vendor analysis and empanelment of vendors.
- Keeping stock of the indents initiated by various departments and initiate the process of quotations / RFP/ Tendering.
- Put up requests before the Procurement Committee with complete documentation for approvals.
- Prepare and issue Purchase order ensure follows up for supplies.
- Ensure proper quality checks, timely deliveries and settlements of vendors.

Qualification and Experience:

- Graduate degree in any discipline with at least 3-5 years of experience. Candidates with non-profit experience shall be given preference.
- Proficiency in M.S Office is a must.
- Proficiency in English and Hindi languages is a must.
- Hands on experience on ERP systems is desirable.

SKILLS:

- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time-management, multi- tasking, and inter-personal skills.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure.
- Responds positively to feedback and respects diverse point of views.

Other: Salary commensurate with experience.

Position Availability: Immediately.

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current salary and expected salary to indiarecruitments@aif.org with subject line “Administration Officer”

Deadline for applications: 5th May 2022

Only applications of short-listed candidates will be acknowledged.



