

American India Foundation (AIF) – Administration Assistant

Position: Administration Assistant

Function: Finance and Administration

Location: Gurugram

Nature of employment: Consultant

Reporting: Procurement & Administration Manager

Background:

The American India Foundation (AIF) is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise thereby building a lasting bridge between the United States and India.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of **12.9 million** of India's poor since then. With offices in New York, California and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across **35 States and Union Territories** of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change. Learn more at www.aif.org

Job Summary:

The Administration Assistant will deal with every aspect of operations related to General Administration and Procurement. S/he is responsible for providing support in all administrative tasks including day-to-day office management, procurement, travel desk, repair and maintenance of office, tracking of assets, 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,
- To supervise and monitor the working of housekeeping staff,
- Tracking of pantry and cleaning material consumables
- tracking the organizational assets including equipment's, and other fixed assets.
- Support and coordinate for travel/tickets, cab/taxi and stay arrangements of Project staff and visitors as per travel requests raised,
- 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.
- Manage vendor database and other MIS related to admin & procurement
- Process and tracking of vendor bills & payment.

Qualification and Experience:

- Graduate degree in any discipline with at least 0-1 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 view.

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 the subject line “Administration Assistant”

Only applications of short-listed candidates will be acknowledged.