

Administration Officer

Designation	Administration Officer
Location	Mumbai office
Employment type	Renewable fixed term contract
Report to	Manager – HR and Administration
Direct reporting staff	None

Organization Background

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, and Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Role overview

The Administration Officer is directly responsible for all procurements which will be centralized from the Head Office at Mumbai.

Job Responsibilities

1) Procurement

- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Follow the set process for collecting quotations (where necessary), creating comparative charts and collecting the required approvals to finalise on a vendor.
- Create purchase orders with finalised purchase details of orders and deliveries.
- Create a database of vendors for such procurements and as much as possible get into contracts for long term requirements.
- Examine and perform quality checks for sample goods.
- Manage distribution of procured material to district offices.

2) Asset Management

- Manage assets / materials in stock, issue them as per procedure.
- Manage dispatch and inward communication, postal, courier and maintain a register for the same.

3) Bill and reimbursement verification

- Verification of travel reimbursement of employees before approval.

- Verification of vendor bills.

4) Logistics

- Booking hotels for stay and travel tickets for visitors and employees.

Education & other required qualifications/experience/skills

- Hold a Graduate/Post Graduate degree in Commerce and/or Human Resources.
- Have a minimum of 1-2 years of experience in handling administrative function.
- Good knowledge of computer - Windows & Microsoft Office applications (Outlook, Word, Excel)
- Good problem solving, negotiation and networking skills.
- Ability to multitask and work under pressure.
- A career in Non-profit organization will be an asset.
- Good communication skills; Fluent in Hindi, good in English.

How to Apply

Please send a CV & a one page cover letter detailing how you meet the eligibility requirements to jobs@educategirls.ngo

IMP: Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organisation please visit www.educategirls.ngo