

Job Description

Position Name	Manager – Administration
Reports to	Director – Human Resources & Administration
Location	Mumbai Office
Supervises	-

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

To oversee and manage the administrative functions of HFH India, ensuring the efficient operation of office services, facilities, and resources. This role exists to support the organization's operations by providing effective administrative support, maintaining a conducive work environment, and ensuring compliance with organizational policies.

Key Responsibilities:

- **Office Management:** Ensure the smooth operation of daily office activities, including facility management, office supplies, and maintenance services.
- **Resource Management:** Manage and optimize the use of office resources, including equipment, space, and supplies, ensuring cost-effectiveness and efficiency.
- **Vendor Coordination:** Liaise with vendors and service providers to negotiate contracts, oversee services, and ensure timely delivery of goods and services. Checking & verification of Bills and Expenditures
- **Compliance and Safety:** Ensure compliance with health and safety regulations, conducting regular checks and maintaining records. Plan and coordinate various purchases and procurements for National Office and *regional office* Maintaining asset checklists, and their upkeep across the region*
- **Event Coordination:** Plan and coordinate organizational events, meetings, and conferences, ensuring all logistical aspects are effectively managed. Develop SOP for office administration and vendor management.
- **Record Keeping:** Maintain accurate records of administrative activities, assets, and inventories, ensuring easy retrieval and reporting. Liaison with all field offices and monitor the upkeep of assets/rent payments/electricity payments/breakdowns etc. Logistical Arrangement: Planning and organizing logistical arrangements towards Travel, Meetings, Workshop and Events for stakeholders
- **Support Services:** Provide administrative support to other departments as needed, including document preparation, scheduling, and communication.
- **Team Leadership:** Lead and mentor the administrative team, promoting a culture of excellence and continuous improvement.

Education & Other Qualifications

- Graduate/Post Graduate and at least 7-8 years of experience in Administration
- Preference will be given to those having experience in NGO or development sector.
- Must be comfortable in a highly collaborative, consensus-oriented environment.

Stakeholder

- Internal: National Director (ND), Head of Departments, Finance and HR department, Area office,
- External: Vendors. Consultant, Service Providers

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line “APP: Manager – Administration Last Name, First Name”.