

Muskaan-PAEPID

Job Description

Job Title: Manager (Administration)

Location: Muskaan-PAEPID, Vasant Kunj, New Delhi

Experience: 2 to 3 years in relevant field

Qualification: BBA/Office administration or any other relevant qualifications

Type: Full-Time

Expected CTC: 4.5 to 5L (per annum)

Application Link: [Here](#)

Purpose: To Plan and Strategize organization's administration system and general workflows

- To ensure all support activities (communication, housekeeping, hospitality, supplies, stores, security, safety, electricity, water supply, internet, meetings, attendance and leaves of staff etc.) are carried on efficiently and effectively to allow the other operations to function properly.
 - Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll attendance, and scheduling counseling sessions.
 - Liaison and Improve relationships with the stakeholders namely parents, tenants, Board members, public officials, staff, and donors through active communication and problem-solving efforts.
 - Manage support staff schedules and troubleshoot scheduling conflicts as they arise at all centers of Muskaan-PAEPID.
 - Develop vendor and ensure timely procurement of Order supplies and equipment as needed.
 - Establish team atmosphere through leadership and employee development
 - Develop procedures and systems for housekeeping and hospitality to maintain a green and clean environment.
 - Develop procedures and ensure systemic implementation and record-keeping in-store management.
 - Establish systems to ensure good governance (participatory, consensus-oriented, accountable, transparent, responsive, effective and efficient, equitable and follows the rule of law) in the administration-related work with the units and satellite centers.
 - Develop and establish Safety and security systems to protect students and properties of the organization.
 - Establish systems to Discipline the working environment and crisis management.
 - Establish systems to ensure efficient usage of all resources (water, electricity and equipment)
- Extend support/assistance in legal matters
- Ensuring compliances (Renew that are mandatory for the organization)
- Managing affairs of association, registration, registration of new members, organizing EC meeting, AGM, data base of members, communication with members, minutes and resolution.
- Manage fundraising for the organization through grants, donations and community reach out.

Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint etc)
- Google Workspace (Gmail, Drive, Sheets, Slides, Docs etc)
- Advance working knowledge of Computers & Internet

Competencies Preferred:

- Public relations
- Good Communication skills: Oral & Written in Hindi or English
- People Management skills
- Problem solving
- Conceptualization
- Persuasiveness
- Action oriented
- Solution oriented