



Mahila Abhivruddhi Society (APMAS)
Job Description for the position of Admin. Executive, Hyderabad

About APMAS: Mahila Abhivruddhi Society (APMAS), a national resource organisation incorporated in 2001 as a Not-for-Profit Organisation (NGO), provides capacity-building and technical support to SHGs and Federations in rural and urban areas. APMAS has been implementing various projects to promote and strengthen people's institutions for livelihoods enhancement, climate-smart agriculture, livestock management, women's enterprises, value chain development, and health and nutrition.

APMAS is working in Andhra Pradesh, Bihar, and Telangana directly as the Implementing Agency (IA) for 82 Farmer-Producer Organizations (FPOs) and 5 Federations of FPOs. In addition to this direct involvement, APMAS has a PAN India presence through the ENABLE network. It is also an opinion maker and contributor to Central and State Govt. levels for Women Empowerment, Policy Advocacy and Capacity Building of Rural development structures and organizations.

Overall Purpose of the Job: To ensure effective administration

Responsibilities

- Provide necessary support to staff in terms of logistics/vehicle arrangements, communication, booking tickets, accommodation, food arrangements, etc., for meetings, trainings, workshops, conferences and other special events
- Attend and respond to incoming and outgoing phone calls, correspondence, maintenance of inward and outward registers, etc.
- Undertake general administrative duties like photocopying, scanning, mailing & filing of documents (Soft & Hard) etc.,
- Timely procurement of required office equipment, materials, stationery & supply to the concerned
- Printing works related to Business / Visiting cards, ID cards & books, etc.
- Monitoring & safeguard of office premises, equipment, vehicles, assets & office keys.
- Maintenance of stationery, Assets Registers, Stock Registers, etc.
- Maintenance of printers, Xerox machines and refilling of the cartridges
- Oversee the Housekeeping and ensure supply of necessary materials to the support staff in keeping the entire premises clean, healthy and environmentally friendly
- Coordinate and extend necessary support in organizing the Audit Committee, Board, General Body, Staff Meetings etc.,
- Maintenance of Board Minutes books of both APMAS and SF.
- Checking and follow-up for payment of monthly fuel bills, telephone bills, electricity bills, newspaper bills, photocopy bills, travel house bills etc.
- To assist or support the Finance Dept., HR Dept., as and when required.
- To assist MD & CEO and ED & COO regularly.

Qualification and Experience:

- Graduation / Master's Degree. Minimum one to five years of work experience
- Good communication skills (English, Telugu and Hindi) (oral and written)
- Computer Skills (MS-Office)

Interested candidates may apply to hr@apmas.org on or before July 25th, 2026. Salary is negotiable based on experience and organisational norms.