

Mahila Abhivruddhi Society (MAS)
Job Description for the position of Admin. Executive

Reporting to : Joint Director, Admin.
Location : HO, Hyderabad
Closing Date : 28.02.2017
Salary : Competitive salary package based on qualification and experience

About MAS: Mahila Abhivruddhi Society (MAS) is a National level technical resource organization working for the advancement of people's institutions such as women self-help groups (SHGs), SHG federations, farmer institutions, and other community based organizations who believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor. More details can be seen in the Website: www.apmas.org

Job Responsibilities

1. Oversees and administers the day-to-day activities of the office, develop policies, procedures and systems to ensure productive and efficient office operations
2. Provides necessary assistance and support to the project teams in planning, development and execution of various projects and programs
3. Supervise and coordinate the work of employees in supporting roles, including assigning workload and monitoring to ensure the works are done timely and qualitatively.
4. Function as a primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office
5. Provide necessary support in terms of logistics / vehicle arrangements, communication, booking tickets, accommodation, food arrangements, etc for organizing meetings, trainings, workshops, conferences, and other special events
6. Provide necessary secretarial support to the office handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming and outgoing correspondence, maintenance of inward and outward registers etc
7. Undertake general administrative duties like photocopying, scanning, mailing & filing of documents (Soft & Hard) etc.,
8. Timely procurement of required office equipments, materials & supply to the concerned
9. Monitoring & safe-guard of office premises, equipment, vehicles, assets & office keys.
10. Maintenance of stationery, Assets Registers, Stock Registers etc.,
11. Maintenance of Printers, Xerox Machines and re-filling of the cartridges on time
12. Oversee the House-keeping and ensure supply of necessary materials to the support staff in keeping the entire premises clean, healthy and environment friendly
13. Tracking of Attendance from all locations, Leave records, Maintenance of Personnel Files & Assisting Day to Day functions of HR
14. Perform miscellaneous job-related duties as assigned by the management

Qualification and Experience

- Graduation / Post graduation in Administration / Commerce / Business Management with 5 to 6 years of relevant experience in the reputed NGO
- Excellent oral and written communication skills in English, Telugu and Hindi
- Good computer skills & knowledge of relevant software
- knowledge of administrative procedures, systems, principles and practices of basic office management
- Ability to foster a cooperative work environment

Skills & Key Competencies

- Planning, organizing and Prioritizing
- Problem assessment and solving
- Information gathering and monitoring
- Flexibility & Adaptability
- Customer service orientation
- Strong interpersonal and communication skills and the ability to work effectively in a team
- Demonstrated ability to maintain confidentiality
- Knowledge of office management principles and procedures

How to apply

Interested and qualified candidates should send your CV to **hr@apmas.org** and mention the post you are applying for in the subject line. Only Shortlisted Candidates will be contacted.