

## **Position Description**

### **Administrative Officer**

#### **Reports to Director of Programmes**

### **Position Summary**

The admin officer ensures smooth and efficient day to day operations, ensuring internal & external operations and communication align with Organization Way. The Officer provides administrative support to the Head of Mental Health, the Chief Executive and the Director of Programmes. The Officer facilitates a strong working relationship with the Community Integration Centre for the smooth transfer of work projects.

### **Core Responsibilities**

#### **Administration**

- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities, including maintenance, inventory management, and logistics.
- Address and distribute all incoming mail and other materials –
- Prepare financial, expenditure and payment authorization forms and administrative documents for authorization by Director (invoices, purchase orders, expense sheets)
- Ensure timely reporting, (staff reports, financial reports & grants reports)
- Maintain manual and electronic filing systems (Organization photo & video drive)
- Maintain Organization Family membership and collection of membership dues
- Support village level administrative efficiency
- Support & coordinate the development and production of educational materials, annual reports etc.
- Prepares & manages budget related to admin & communication

#### **Asset Management**

- Maintain up to date asset register; lease arrangements
- Coordinate disposal of retired asset per SOP

#### **Event Planning & Management**

- Provide logistical support & coordination for meetings, community/ village events, fundraising events, ceremonies etc.

#### **Human Resources**

- Assist hiring processes and coordination of orientation of new employees; including creation of personnel file
- Maintain up to date employee files
- Schedule & coordinate performance review reports for annual performance review

- Maintain accurate information for contract employees (renewal date???)
- Oversee hiring process of new employees: Posting job profile, CV ranking etc
- Maintain attendance sheets
- Leave management
- Volunteer coordination
- Internship and Volunteer coordination

#### ***Communication (Assist in administrative level)***

- Maintain master communication files (PPT, community awareness.)
- Ensure all media and consent forms are up to date and filed appropriately
- Create / coordinate content for monthly/ quarterly and annual report
- Assist in the preparation of proposals for funding and grant applications.
- Create a workplan for timely communication with external stakeholders; Internally coordinates the flow of information;
- Assist in social media accounts

#### **Qualifications & Experience**

- **Education:** Bachelor's degree in Business Administration, Public Administration, Communications, Social work, or a related field. A Master's degree is preferred.
- **Experience:** 3-5 years of experience in administration, communications, or office management.
- **Language Proficiency:** Strong verbal and written communication skills in both English & Hindi.
- **Technical Skills:**
  - Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Workspace, and office management software.
  - Familiarity with budgeting, financial documentation, and HR coordination.
- **Additional Skills:**
  - Strong organizational and multitasking abilities.
  - Experience in event coordination and stakeholder communication.
  - Ability to manage media and public relations, including the development of reports, proposals, and presentations.
  - Experience in volunteer and intern coordination is a plus.
- **Salary Range:** (5.4 - 6 LPA)

**Interested candidate please share your cv at:**

[Contact@pmspl.net.in](mailto:Contact@pmspl.net.in)