

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

Maternal and Child Health

Empowerment, Health and Sexuality of Adolescent

Prevention of Violence against Women and Children

Public System Partnership

Palliative Care

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR).

Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anemia, and gender-based violence —key determinants of health equity for families and communities.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

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PROFILE SNAPSHOT

Designation: Administration Manager

-  **Role:** The role purpose is to lead, operationally manage and provide strategy on the Administration function of the organization and ensure smooth administrative operations across all locations.
-  **Educational Requirement:** Post Graduate Degree in Management
-  **Experience:** 6-8 years minimum of relevant working experience in a similar role (open for other industries too)
-  **Location:** Santacruz
-  **Reports to:** Director- HR & Admin
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: "Administration Manager (Female)"
- Job Posted on:** 05th August, 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

The role is responsible for managing and strengthening administrative systems, policies, procurement, budgeting, and facilities across all SNEHA locations. The position ensures operational efficiency, compliance, and timely support to programs and teams while leading a geographically dispersed admin team.

CORE RESPONSIBILITIES

1. Policies & Procedures

- Collaborate with Director – HR & Admin to periodically update and standardize admin policies and processes.
- Identify areas for improvement and propose policy changes to streamline operations.
- Communicate and train teams on updated policies, covering procurement, asset management, rental/lease, OFAC, and budget handling.

2. Budgeting

- Consolidate and provide cost inputs for annual budgets across programs and central admin.
- Track pricing trends to ensure accurate cost estimates and parity across domains.
- Support budget revisions and standardize costing for recurring admin items and services.

3. Team Management & Performance

- Monitor team performance through TAT and task trackers, ensuring timely closures and quality outcomes.
- Conduct periodic reviews, MIS reporting, and field visits for performance assessment and service improvement.
- Facilitate internal feedback mechanisms and participate in review meetings with programs and domains.

4. Procurement

- Oversee end-to-end procurement—soliciting bids, vendor negotiations, purchase approvals, and documentation.
- Conduct market research, maintain vendor databases, and ensure transparency in sourcing.
- Lead tendering and RFP processes for large procurements, and manage vendor empanelment and renewals region-wise.

5. Lease, Rental & Facility Management

- Manage acquisition, renewal, and maintenance of office/center spaces with legal and IM team coordination.
- Maintain a central database of properties and agents; ensure facilities meet organizational standards.
- Oversee office relocations and ensure smooth operational transitions.

6. Event Management

- Maintain a venue and vendor database for events of all scales across locations.
- Supervise venue and hotel bookings, catering arrangements, and personally oversee major organizational events.

7. Fixed Asset Management

- Ensure asset tagging, tracking, and biannual verification as per defined procedures.
- Maintain updated asset registers and compliance records.

8. ERP (Synergy) & Process Automation

- Oversee admin process automation in ERP; ensure adherence to system workflows.
- Coordinate with IM team for new developments, conduct UAT testing, and organize user trainings.
- Gather periodic feedback for continuous system improvement.

9. Annual Maintenance Contracts (AMCs)

- Oversee contracts for facility services such as housekeeping, electrical, and equipment maintenance.
- Verify market rates, negotiate terms, and ensure timely renewal and effective utilization of AMCs.

10. Office & Clinic Oversight

- Ensure smooth functioning and upkeep of SNEHA's central office and clinic operations.
- Supervise related staff for service delivery and operational readiness.

11. Reporting & Reviews

- Prepare weekly, monthly, and annual admin reports, including KRA tracking, budget vs. expenditure analysis, and inventory status.
- Participate in HR & Admin review meetings and provide insights for strategic decision-making.

KEY SKILLS & COMPETENCIES

- **Leadership & Integrity:** Proven ability to lead multi-location teams with transparency, accountability, and ethical conduct.
- **Commercial & Financial Acumen:** Strong grasp of budgeting, cost control, procurement processes, and resource optimization.
- **Administrative & Technical Expertise:** In-depth understanding of administration, facility management, and ERP/automation systems.
- **Strategic & Analytical Thinking:** Capable of data-driven decision-making, process improvement, and aligning admin goals with organizational priorities.
- **Communication & Interpersonal Skills:** Effective communicator with strong negotiation, stakeholder management, and collaboration abilities.
- **Organizational Agility:** Skilled at multitasking, managing competing priorities, and adapting to evolving organizational needs.
- **Commitment to Diversity & Inclusion:** Works effectively with diverse teams and program contexts, ensuring equitable and respectful practices.
- **Role Modelling:** Embodies and promotes organizational values, professionalism, and a culture of continuous improvement.

DESIRABLE

- Worked with an NGO in a similar capacity
- Proven experience in administrative management, procurement, budgeting, and facility operations.
- Experience in handling large multi-location teams and ensuring operational excellence.
- We welcome female candidates with a mix of HR and Administration experience that are encouraged to apply. Preference may be given to them accordingly.

"Come and be a catalyst for innovation and positive change—apply today to shape the future with us!"