

## HR and ADMIN ASSISTANT

*Apnalaya is looking to hire an HR and Admin Assistant.*

*Registered as a Civil Society Organisation, we work with the urban poor- Enabling access to basic services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring provision of civic entitlements through advocacy with the government.*

### JOB DESCRIPTION

The HR and Admin Assistant manages the office and serves as the primary point of contact for the CEO. Scheduling and liaising with both internal and external individuals, organisations and stakeholders are the key responsibilities of the HR and Admin Assistant. The role-holder is also expected to perform and/or oversee special tasks as they may get assigned from time to time. Strong gender sensitivity, secular and compassionate outlook are the non-negotiables for any Apnalaya employee.

The HR and Admin Assistant has excellent communication skills and experience to quickly understand the nature of work involved. It is expected that the role-holder has a sound sense of judgement, professionalism and integrity. The HR and Admin Assistant shall uphold the ethics and values of Apnalaya and will and provide all executive and administrative support to the CEO.

**Location:** Chembur, Mumbai

Reports to the CEO

#### A. KEY RESPONSIBILITIES

##### Maintaining compliance and managing risk

- Comply with all policies and procedures, particularly Child Protection Policy (CPP), Prevention of Sexual Harassment at Workplace (POSH) and Responsible Data Policy (RDP), reporting concerns to the CEO

##### Executive Support

- Assist the CEO with daily administrative duties and complete a variety of administrative tasks
- Act as a first point of contact within the organisation for staff, Board members, local authorities, and other stakeholders seeking contact with the CEO
- Maintain diary of appointments and meetings and fix meetings

- Brief the CEO before each meeting and ensure that all relevant papers, research, data, etc. are in place/available
- Make necessary travel arrangements for the CEO
- Ensure the maintenance of clear and effective filing, records and other systems and update them regularly
- Take accurate notes of meetings, when required. Do the necessary follow-ups.
- Sort and prioritise incoming post and filter telephone calls
- To draft letters and any other documents, as specified
- Manage the designated electronic mail, both incoming and outgoing, in a secure and confidential manner
- Manage effective and confidential records of complaints and concerns received by the CEO
- Organise workload and prioritise on a daily basis on your initiative and knowledge of the work, with minimum supervision from the CEO

## **QUALIFICATIONS & EXPERIENCE**

### **Qualification and Skills**

- Formal Education: Graduate in any discipline; relevant professional diploma or degree a plus
- Minimum 3-year experience in similar role
- Fluent in English and Hindi; Spoken Marathi desirable
- Strong IT skills: competent in using Microsoft Office applications, especially, Outlook, Word, PPT and Excel. A working knowledge of Publisher is desirable

## **BEHAVIOURAL COMPETENCIES**

- Warm, pleasant, and amicable in dealing with people
- Ability to work independently and in a group; ability to multi-task to meet deadlines
- A positive and solution-oriented outlook

**Send your application to: [hr@apnalaya.org](mailto:hr@apnalaya.org)**