



SANGRAM Sanstha is a health and human rights organisation that works with rural women and people in sex work across India. [Read about our work [www.sangram.org](http://www.sangram.org)] SANGRAM Sanstha Bangalore unit, is hiring Administration Officer for the ongoing Project.

#### **Administration:**

- Assisting Executive Director in all admin-related matters in both the locations in Bangalore
- Assisting ED in keeping track of the meetings and the related paperwork in place.
- Maintaining complete records of all the human resources of the Project.
- Maintain staff, consultants' HR files, attendance registers, leave letters, leave register and insurance-related matters.
- Updated staff with reports on leaves and any other entitlements on a quarterly basis.
- Handling communication of the Project activities with relevant stakeholders.
- Support all program teams in managing logistics for training and other program-related events. Manage staff travel, accommodation and other admin-related matters.
- Asset maintenance and quarterly mapping of all the assets.
- Logistics and procurement lead, facilitate compliance
- Ensure overall building maintenance and security matters of the Office Premises.
- Be accountable for all purchases, inventory, stock maintenance, and assets and ensure insurance and other safety measures are taken well in advance
- Should be flexible for travel to the Head Office in Sangli
- Other additional administration, finance and communications tasks, as requested

#### **Requirements**

1. Must have worked in NGO/Non-Profit or similar roles
2. Ability to work with tight deadlines and deliver results with limited supervision
3. Self-motivated and with a positive attitude;
4. 2 - 3 years of Experience in administration roles
5. Good in drafting Emails, Microsoft Word, Excel , Tally
6. Excellent Communication skills
7. Good in Multi-tasking

**Education Qualification:** Any Graduate

**Work Location** – SANGRAM Sanstha, Bangalore Office, Jayanagar & J.P Nagar

**Work hours** – 9.30 a.m. to 5.30 p.m. Monday to Saturday

**Honorarium / Salary** – commensurate with experience and skills

Interested candidates may write in with their CV to [sangramsanstha.blr@gmail.com](mailto:sangramsanstha.blr@gmail.com) on or before 7th October 2022.



Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about the interview date.

Thanks  
Administration Department  
SANGRAM Sanstha