



## **POSITION: ASSISTANT ADMINISTRATIVE OFFICER**

### **Introduction:**

### **About CASA:**

CASA is a national development and humanitarian organisation. Established in 1947, it works for the poorest of poor irrespective of caste, gender and religion. CASA works on issues of education, health, livelihood, women empowerment, climate change and humanitarian response.

**Location:** Mumbai, Maharashtra.

**Education:** Graduate/Post Graduate.

**Experience:** 8 years + of experience in Administration with NGO/Not for Profit sector

**Age:** Less than 45 years

**Work:** Full Time

**Remuneration:** Rs. 4, 20,000/- Annual CTC

**Last Date for Application:** 20th May 2022

### **Execution & Operational Management**

- To ensure that all documents including those that relate to employee records are maintained efficiently so as to ensure easy access and retrieval.



- To ensure that all office equipment such as PCs, fax machines, printers, etc. and office infrastructure such as air-conditioners, internet connectivity etc. are maintained effectively to provide efficient, smooth and uninterrupted services.
  - To effectively manage the pool of vehicles in order to ensure reliable transportation support for work related travel and activities.
  - To ensure that comfortable accommodation at competitive rates is arranged for all official guests of CASA at various hotels.
  - To ensure that all norms of protocol are complied with in the matter of receiving and conducting official guests.
  - To ensure that all transportation / travel related bookings are undertaken well in advance to facilitate unhindered and conformable travel of CASA's employees and its official guests.
  - To oversee housekeeping of the office premises and ensure cleanliness of the highest standards.
  - To ensure proper upkeep and maintenance of office vehicles through timely service and repairs.
  - To ensure that all appropriate measures are taken for the safety of office premises such as engagement of security personnel, implementation of fire precaution measures, etc.
  - To ensure that administrative arrangements such as booking of conference rooms, arrangement of lunch / snacks is made as per needs and requirements.
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- To oversee and ensure cleaning and maintenance of the office premises on a regular basis.
  - To ensure uninterrupted supply of power by proper maintenance of electrical equipment including generator.
  - To ensure that all annual maintenance contracts of office equipment and infrastructure are executed well in time.
  - To ensure that all compliance / requisitions received for repairs of the office equipment are responded to in the shortest possible time.
  - To ensure utmost cleanliness / hygiene and efficiency in the functioning of the office pantry.
  - To ensure that the firefighting equipment is maintained effectively and is in operative condition.
  - To ensure that all office mail is efficiently sorted and dispatched on a timely basis.



- To procure stationery and other miscellaneous items for office use from various vendors at the most competitive prices and of the best possible quality.
- To maintain and update the register of fixed assets in order to keep track of and ensure effective utilization of fixed assets.
- To maintain the bills, register in order to monitor payments made towards various administration expenses.
- To maintain the vehicle, register to control and monitor petrol and diesel consumption, repairs undertaken and servicing of vehicles.
- To ensure that leave records of all employees are correctly maintained and updated and that the information in this regard is expeditiously made available on request.
- To ensure that all formalities in the matter of fresh recruitment such as obtaining approvals of the competent authorities, issuance of appointment letters are completed well in time.
- To ensure reduction in down time of office equipment during repairs / breakdowns.
- To ensure that vehicle records and inventory items are maintained.
- To ensure that medical /accident insurance policies and procedures laid down.
- To ensure that legal matters are followed up and legal/statutory compliances are done promptly.

### **Policy & Planning**

- To plan and execute yearly service contract for office equipment.
- To plan and execute short /long term contracts for procurement of equipment, stationary, etc.



### **Linking & Networking**

- To maintain close contact with insurance companies in the matter of insurance renewal and expeditious settlement of claims.
- To survey the market and identify potential suppliers of stationery and office equipment capable of delivering products of the highest quality at the most competitive rate.
- To maintain close contact with the travel agents to facilitate trouble /hassle free booking and prompt services.
- To liaise with hotels in order to select those for use by CASA that deliver value for money.

### **Co-ordination**

- To coordinate with all sector offices/resource centers and ensure that all employee records are maintained effectively
- To co-ordinate the work of the subordinate staff namely driver, peon & Housekeeping staff etc. in order to ensure prompt service of high standards.

### **Evaluation / Impact Assessment**

- To establish and implement a robust system for receiving, tracking and resolving internal customer complainants.
- To seek periodic feedback from internal customers in a structured manner as a basis for service improvement.



### **Capacity Building**

- To review continuously all administrative processes and improve in order to reduce costs and response time.
- To provide sustained guidance and training to his team in order to update their functional as well as marginalized skills

### **Information / Knowledge Management**

- To ensure that vehicle history records are maintained for future repairs.
- To analyze customer complainants, undertake analysis and take remedial long-term measures to resolve grievances.
- To develop and maintain a data bank of suppliers and vendors as a basis for assessing material /equipment of required specifications at competitive prices.

**Apply by: 20 May 2022**

**Send in your CV in word format to: *thomas@casa-india.org*. Please put "Application for Assistant Administrative Officer, West Zone" in the email subject line.**

**or**

**Application should reach the following address on or before 20 May 2022:**

**Chief Zonal Officer**



**CASA – Church’s Auxiliary for Social Action**

**Methodist Centre, 21 YMCA Road, Mumbai 400 008.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**