Name of the post	No of vacancies	Duration of the employment	Remuneration
Senior Admin Executive	1	12 Months	Rs.55,000- Rs. 58,500

POST OF SENIOR ADMIN EXECUTIVE

JOB PROFILE

- Supervise the work of the team members and provide guidance on the various tasks and share feedback and suggestions.
- Scheduling meetings and reviews with the team to share feedback and suggestions.
- Coordination with the partner organizations for their requirements and proposing the actionable plan.
- Preparing the calendar for admin work and managing it on regular basis,
- Undertaking logistical arrangements as per the project requirement.
- Planning and managing all travel and accommodation.
- Coordinating with the Programmatic team and Accounts team at iCALL for all administrative work.
- Working alongside TISS admin for the smooth functioning of the project.
- Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- Offer assistance to plan and implement the strategies for the team's wellbeing.
- Ensure that good governance practices are implemented and followed in the organization.
- Monitor admin staff performance and attendance activities. Maintain leave records for the entire staff.

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• Verification of bills for overall admin related work like Ticketing, stationary, TA DA Bills, Inventory floating of RFP & issue of work order etc.

- Follow up with bank related work.
- Any other work assigned by the Programmatic Team.

DESIROUS CANDIDATE MUST:

- Masters with 55% marks in any discipline plus 8 years of work experience or Bachelor's degree in any discipline with 55% of marks plus 15 years of work experience.
- Ability to work well in a fast-paced environment while still maintaining attention to details.
- Ability to work independently with tight deadlines without much support.
- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Should have experience and be able to work with UN agencies and other funding agencies.
- Have knowledge of budgeting and funding related work.
- Should have minimum 5 yrs experience in an academic Institute.
- Communication skills in English and Hindi, both spoken and written, is a must. Proficiency in Marathi language would be considered as a plus point.
- Proficiency in WORD, EXCEL and related software programs such as ERP systems and FoxPro applications.
- He/ She should be well versed with all tax implications as per Government of India Norms, FCRA and all essential Audit Norms.
- Should be willing to travel, stay in locations across the country, as the need arises.

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Interested candidates may send their resume to icallhelpline@gmail.com or	n or before 10th	April
2024 with a subject line "Application for the post of "	". Late applica	ations
shall not be entertained. Only shortlisted candidates will be called for an into	erview at TISS.	

For enquiries, contact;

icallhelpline@gmail.com



Programme Director and Assistant Professor

iCALL Psychosocial Helpline

Tata Institute of Social Science