

**Organisation:** Ekjut is a non-profit voluntary organization of India. It's partnering communities are the indigenous people, people living in the underserved districts and the urban deprived communities. Ekjut works on the theme of Survive, Thrive and Transform. For more details about the organisation, please visit the website <http://www.ekjutindia.org/>.

## **1. Admin cum Logistics Officer**

**No. of Vacancies: 02**

**Posting Location:** 01 position for Kapu block, Raigarh district, Chhattisgarh and 01 position for Chainpur block, Gumla district, Jharkhand.

**Remuneration:** Upto ₹ 2.5 to 3.25 Lakhs (CTC) per annum

### **Eligibility Criteria:**

- Must be in the age group 25-50 years
- Must have 3-5 years of professional experience (**post-qualification**) of accounts management and graduation in any discipline.
- Competency in usage of IT tools including proficiency in MS Office suite
- Must have through knowledge of accounts and bookkeeping.

### **Job Descriptions:**

- Procurement of items of Capital Expenditure and Operational Expenditure as given in the Budget Document as per the specification, unit cost and total cost.
- Monitoring and documentation of expenditure, logistics and travel
- Support program, HR and Finance team in as and when required
- Day to day accounting and cash reconciliation.
- Documentation of invoices related to programme activities
- Maintain the staffs' personal files.
- Report to Accounts Officer.
- Oversee all office-related tasks.
- Any other responsibilities given by the organization for program and organizational development.

### **Skills required for all positions:**

- Highly motivated, willing to learn, good team work, service-oriented and able to work under high pressure and within a limited time frame.
- The candidate should possess excellent communication and interpersonal skills, strong writing skills, analytical and problem-solving skills and proficiency in MS Office, Excel, and Power point.
- Shall have excellent supervision, coordination & monitoring skills.
- Ability to undertake & deliver on the above responsibilities and tasks.
- Excellent documentation, reporting and presentation skills
- Flexibility and the ability to work effectively in a team and cope with pressure and challenges.
- A good team player and willing to work in a Multidisciplinary and Multicultural Team.
- Excellent communication and presentation skills in English and Hindi.

### **Other:**

- Qualified applicants who are women, and/or belonging to minority populations are encouraged to apply.
- Applications are received on rolling basis until fulfilled. Only shortlisted applicants will receive a response from Ekjut HR (Human Resources).
- Must own a 2-wheeler with insurance and driving license

**Interested candidates can submit their application with a covering note, mentioning the position s/he is applying for in the subject line on email: [ekjuthr@gmail.com](mailto:ekjuthr@gmail.com) till 31<sup>st</sup> October, 2024.**