

Job Description

Job Title	: Admin Officer
No. of Vacancies	: 01
Location	: Gumla (Jharkhand)
Full/Part time	: Full-Time
Duration	: One year (renewable)
Remuneration	: Rs. 25,000 – Rs. 35,000/- per month (including all deductions and perquisites)

About Organisation:

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

About the Position:

The Admin Officer will support the administrative, procurement, and logistical needs of the project at the district level, ensuring smooth functioning of office operations and training events.

Job Responsibilities:

- Manage day-to-day administrative operations of the district office.
- Support procurement of training materials, office supplies, and other resources as per project guidelines.
- Assist the team in organizing logistics for training programs, meetings, and field activities.
- Maintain updated inventory records and procurement documentation.
- Ensure maintenance of office assets, records, and compliance with organizational policies.
- Support Admin, HR and Finance team in basic documentation related to administrative expenses.
- Any other responsibilities given by the organization for program and organizational development.

Required Competencies:

Educational Qualifications:

- Bachelor's/Master's degree in Business Administration, Commerce, or related fields.

Work Experience:

- Should have 3 to 5 years of experience in office administration, preferably in development projects.

Skills:

- Good knowledge of office management, procurement processes, and record-keeping.
- Strong organizational and multitasking skills.
- Basic computer proficiency (MS Office).

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 and Google Sheet, mentioning the position s/he is applying for in the subject line on email: ekjuthr@gmail.com till 31st May, 2025.