**Administrative Assistant**

**Organization:**

The Foundation for Innovative New Diagnostics (FIND) is established in India as an independent non-profit created under Section 8 (Indian) Companies Act, 2013 with its office in New Delhi. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases. FIND India has several projects in the area of TB, Hepatitis C (HCV), COVID-19, Malaria, Fevers and Antimicrobial Resistance (AMR).

*For more information about the organization, please visit [http://www.finddx.org/](http://www.finddx.org/)*

**Location:** New Delhi

**Your responsibilities:**

- Organize and coordinate travel including stay arrangements
- Reconcile travel related documents of the staff/consultants with onwards submission to finance department
- Organize and coordinate internal and external meetings for the projects
- Reconcile all other relevant invoices and maintain project wise billing coordination
- Follow-up with vendors and tracking the invoices /payments
- Handle monthly communication reimbursements (review and submit for payment)
- Maintain a detailed record for quick and efficient retrieval of travel-related information (project wise)
- Oversee admin-related procurement and coordination (fixed asset inventory, repair, stationary, office equipment, archiving, filing, AMC, Insurance etc.) for respective projects
- Review and process third party payroll and service invoices including field staff travel, reimbursements, etc.
- Prepare project-related quarterly provisions
- Prepare project-related monthly cash requests
- Coordinate Induction/Orientation with all departments for new staff
- Coordinate end to end onboarding of new staff (introduction to existing FIND staff, email ID creation, etc.)
- Draft letters
- Database management: maintaining database of selected/ hired candidates for HR records
- Any additional task as necessary for FIND, India

**Qualifications and experience required:**

- Graduate in any stream
- At least 3 years of similar work experience
- Candidates with experience in travel management, HR & Admin experience in the development/public health sector will be given preference
Competencies and skills

- Excellent negotiation and advocacy skills to interact with people at all levels in a multicultural and multi-disciplinary environment
- Proficiency in MS office (Word, Excel, PowerPoint, outlook), Data management software, Internet.
- Excellent drafting and presentation skills including ability to draft clear and concise reports
- Flexibility and willingness to work on a range of tasks
- Willingness to travel as per project needs
- Ability to plan, set priorities, handle multiple tasks with tight timelines

Aptitudes and attitude:

(1) Good oral and written communication skills
(2) Strong team orientation
(3) Ability to work independently, with minimum handholding and supervision
(4) Energetic, resilient, and passionate
(5) Professional, mature and confident

Nature of appointment:
The selected candidate shall be initially offered a Fixed Term Employment contract until December 2021. The position can be prolonged subject to satisfactory performance, project extension and fund availability.

Compensation offered:
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

Deadline to send your application: 31 March 2021
Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org.

We will start screening right away and if we find the right person, we will stop searching. Only shortlisted candidates will be contacted.

Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.