Payroll & Admin Coordinator

Organization:
FIND India, with its office in New Delhi is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19, and Antimicrobial Resistance (AMR).

For more information, please visit https://www.finddx.org/india/

Location: New Delhi

Key Job responsibilities:
Payroll and Admin coordinator will be responsible for managing all aspects of payroll processing. Collect and verify employee data, compute wages, and ensure employees receive correct payment. The key responsibilities are:

- Collecting and verifying employee and timekeeping data.
- Computing wages, deductions, benefits, etc.
- Reviewing computed wages to ensure accuracy.
- Updating payroll information for upgradations/promotions, transfers, terminations, and new hires.
- Recording and maintaining employee records and payroll transactions.
- Answering questions and resolving issues regarding payroll.
- Ensuring compliance with organisation policies, relevant regulations and laws.
- Preparing payroll reports for management and auditing purposes.
- Provide support in smooth exits including timely full and finals.
- Ensure statutory requirement related payroll.
- Provide support in HR activities.
- Provide administrative support to the organization in various programs and guide other junior admin staff in completion of various admin tasks.
- Coordination with various vendors in connection with office maintenance including office flat owner for lease and rent related matters.
- Providing support in search of office and storage space
- Provide support in various events organized by organisation
- Provide support in insurance claims for all assets, employees etc.
- Assisting in establishment of proper admin, systems, structure, procedures to meet organizational requirements.
- Assist in office security and pantry services.
- Any other responsibilities as identified from time to time.

Experience and Desired qualifications:
- MBA/Postgraduate.
- At least 3 years of work experience in NGO, INGO or any organization
Preferred: Candidates with experience of working in HR/Payroll & Admin and experience in development sector.

**Skills and Attitude:**
- 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 needs.
- Ability to plan, set priorities, handle multiple tasks with tight timelines
- Ability to collect and manage data.
- Strong organizational skills and attention to detail.
- Good oral and written communication skills;
- Strong team orientation.
- Ability to work independently, with minimum handholding and supervision.
- Energetic, resilient and passionate.
- Professional, mature and confident

**Nature of Appointment:** The selected candidate shall be offered fixed term employment contract till 31st March 2024.

**Compensation:** FIND India offers a competitive salary and shall be commensurate with the skill and experience of the selected candidate.

**Deadline to send your application:** 17 June 2021.

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org

*Due to high applicant volume, you may not receive a response from FIND India. Only short-listed candidates will be contacted. (But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching)*