

Posted : 5 August 2022

## Administrative Assistant

### Organization:

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/>

**Location:** New Delhi

### Your Responsibilities:

- Organize and coordinate travel including stay arrangements.
- Reconcile travel-related documents of the staff/consultants with onwards submission to the finance department
- Organize and coordinate internal and external meetings for the projects
- Reconcile all other relevant invoices and maintain project-wise billing coordination
- Following up with vendors and tracking the invoices /payments
- Handling monthly communication reimbursement (review and submit for payment)
- Maintain a detailed record for quick and efficient retrieval of travel-related information (project-wise)
- 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.
- Preparing Quarterly Provisions project wise
- Preparing monthly cash requests project wise
- Coordinating Induction/Orientation with all departments for new joiners.
- Coordinating onboarding of new joiners
- Drafting letters
- Ensure accuracy in HRIS data inputs.
- Database management: Maintaining database of selected/ hired candidates for HR records.
- Any additional task assigned by Line Manager.

### Qualifications and Experience required:

- Graduate in any stream
- At least 2 years of relevant work experience.
- Candidates with experience working in Travel management, HR & Admin experience in the development sector will be given preference.

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### **Competencies and Skills**

- Negotiation and liasioning skills.
- Proficiency in MS office (Word, Excel, PowerPoint, Outlook), Data management software, Internet.
- Flexibility and willingness to work on a range of tasks
- Willingness to travel as per work requirements.
- Ability to plan, set priorities, and handle multiple tasks with tight timelines

### **Skills 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. 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: 20 August 2022**

Please mail a motivation letter, a detailed resume and three references to [HR-IN@finddx.org](mailto: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.**