

## **Job Description: Admin Officer**

- i. **Position:** Admin Officer
- ii. **Organization:** Indian Police Foundation
- iii. **Location:** New Delhi
- iv. **Employment Type:** Contractual

The Indian Police Foundation is seeking a highly organized and proactive individual to join our team as an Admin Officer. The selected candidate will play an important role in ensuring the smooth functioning of the organization's operations and supporting the ongoing Internal Police Reforms Project.

- v. **Key Responsibilities:**

- A. Office Administration and Procurement:**

- 1. Oversee and manage day-to-day office operations.
    - 2. Maintain office supplies including procurements and keep documentation of all records.
    - 3. Ensure a well-organized workspace by coordinating with vendors and service providers.
    - 4. Employees leaves and attendance management.

- B. Financial Management:**

- 1. Handle petty cash and ensure accurate financial record-keeping.
    - 2. Manage invoices, receipts, and perform fortnightly, monthly and quarterly reconciliations.
    - 3. Support the finance officer in handling financial matters.

### **C. Communication and Documentation**

1. Manage official email accounts, ensuring timely responses and correspondence.
2. Serve as the primary point of contact for recruitment related inquiries.
3. Draft official letters, documents, and reports as and when needed.
4. Maintain accurate and up-to-date records of correspondence and documentation.

### **D. Event and Meeting Management:**

1. Assist in planning and management of events, workshops, and conferences and meetings.
2. Coordinate logistics, including scheduling, invitations, and follow-ups, accommodations and travel management for the above requirements.

### **E. Website and Technology Management:**

1. Provide technical support for online tools and virtual platforms.
2. Oversee website back-end management and ensure timely updates

**F.** Any further official duty as may be assigned by the President/ Project Director/ Project Coordinator

### **vi. Qualifications and Skills:**

1. Bachelor's degree in any discipline
2. Experience in administration, procurement and event management.
3. Strong drafting and communication skills.
4. Tech-savvy with proficiency in MS Office, email tools, and virtual meeting platforms, website management
5. Multitasking abilities.

## 6. Records management

### vii. **Experience**

1. Previous work experience in a similar role (minimum 3 years is mandatory)

### viii. **Remuneration and Contract**

1. The incumbent will get a consolidated, gross salary of 40,000 per month with a 5% annual increment.
2. This is a purely contractual job, and the contract will be initially for one year and extendable subject to good performance.