



Associate - Admin

About us

India Health Fund (IHF), a not-for-profit organization, aims to advance societal progress towards the elimination of infectious diseases and other public health risks with a particular focus on improving access to healthcare, equity, and preventing mortality. Since its founding in 2017 by the Tata Trusts, IHF has been at the forefront in generating a catalytic effect on the financing of India's progress to meet the evolving landscape of public health challenges. IHF funds the development and de-risking of science and technology-based innovations along with supporting evidence-generation to bolster their lab-to-last-mile journey. IHF also builds partnerships and collaborations to strengthen health systems and improve health equity with scalable and sustainable approaches.

For more information about the organization, please visit <http://www.indiahealthfund.org/>

Role Details

Role	Associate-Admin
Experience	2+ years of relevant experience
Job Location	Mumbai
Reporting to	Manager

Key Responsibilities

Office Administration:

- Responsible for entire facility management: maintenance and upkeep of the office premises, safety, etc.
- Procurement of office requirements such as stationery and pantry items.
- Setting up internal and external meetings.
- Management of CEO calendar
- Setting up conference/meeting room and arranging for refreshments.
- Insurance of Assets.

Procurement and vendor management:

- Procurement of all goods and services required for the operations of the company and maintaining all related documents.
- Contracting of services that are required on a regular basis. Tracking renewals.
- Arranging the office services: office rental, electricity, telephones, internet, etc.
- Processing vendor payments for submission to accounts. Maintaining invoice tracker.
- Liaising with vendors.

IT Management:

- Procurement as well as maintenance of IT assets. Coordination with outsourced IT service provider.
- Maintaining software licenses, renewals, and allotment.
- Administration of HR software and coordination with HR and Accounts.

Miscellaneous:

- Travel Desk: Booking of flights/rail, Hotel stays, Taxi bookings for office travel.
- Maintaining fixed assets record.
- Facilitating Onboarding formalities of new employee and preparing Induction.
- Ensuring compliance with statutory requirements of EPF, ESIC, Shops and Establishment Act, POSH. Coordination with external consultants to ensure timely filing. Managing the EPF portal.
- Facilitating generation of MIS such as Monthly KPIs, Quarterly Progress Reports in coordination with relevant teams.



Cross functional support:

(A) Operational-

- Coordination with Portfolio, Partnership team for company event.
- Collaborate with Comms team for annual report printing, etc.
- Support HR and Finance team as and when required.

(B) Strategic-

- Work with cross-functional teams to learn and support organisation's growth.

Preferred Skills

- Ability to conduct vendor management and related activities (AMC, contract preparation, renewal, etc.)
- Experience in project execution and project management.
- Experience in stakeholder management.
- Good in MS Excel, MS Word, MS PowerPoint, and Tally.
- Good oral and written communication skills.
- Logical thinker, ability to connect the dots.
- Comfortable working in situations with tight timelines or dealing with ad-hoc requests.

Experience

- 2 years of relevant experience of working in impact investment fund, social sector or grant organization, start-up, or social enterprise.
- Experience in a not-for-profit organization is not essential but will be preferred.

Qualification

- Graduate/postgraduate with facility management background.

Application Process

Eligible candidates interested in the position are requested to share their updated resume with details about expected CTC & notice period to careers@indiahealthfund.org

Please Note: Compensation shall be in line with industry standards.