

## Office and Administrative Manager - Job description

### About Animal Aid Unlimited

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 50 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year.

### Job description

The Office and Administrative Manager has full responsibility of all office and administrative work, leading a team of 6-8 people and supervising their daily work. The office team carries out all administrative tasks (book keeping, receipts, donor relations, purchases, filing, printing, etc), enters records in our databases (emergency calls, animals admitted, follow-up on the animal status, etc) and provides information about the animal rescued to the emergency line callers.

The Office and Administrative Manager also supervises the emergency dispatch staff (in charge of answering to the emergency calls and dispatching the ambulances as needed) ensuring that all records are up-to-date and entered correctly as well as the volunteering welcoming area (where visitors and volunteers first sign in).

The Office and Administrative Manager reports regularly to the Directors and provides analyses and other inputs as requested.

### Overview of the office and admin team tasks:

- Data entry (4+ different databases)
- Receipt generation and donor relations
- Purchase and stock maintenance
- Printing, copying, filing documents as needed
- Merchandise sale
- Phone calls, including Thank you, update calls about the animals status to the emergency line callers and surveys

### Specific tasks of the Office and Administrative Manager:

- Ensure all the work of the team is accurate and on time
- Manage and train staff
- Recruit staff in collaboration with the HR manager
- Supervise and support the work of the emergency dispatchers
- Coordinate with the emergency dispatch team to ensure all records are correctly encoded in our databases
- Ensure the schedule for the welcoming of visitors and volunteers is fulfilled

### Skills and qualifications

#### *Required*

- Understanding and sharing Animal Aid's mission and vision
- Fluency in Hindi and English
- Minimum 5 years of working experience in a similar role
- Excellent IT skills, including Ms Office and Google Drive (including Google sheets, Google forms, Google docs)
- Excellent communication and organizational skills

#### *Preferable*

- Previous experience in an NGO and/or working/volunteering with animals

### Location

Udaipur, Rajasthan

**Type of employment**

Full time

**Benefits**

Competitive salary

Six-day work a week 09:00-17:00

Annual holidays

Annual Salary Adjustment

Social Security

Provident Fund

Uniform

**How to apply**

Please apply online on our website by **30 June 2019**: <https://animalaidunlimited.org/about-us/careers/>

Short-listed candidates will be notified by email.