



Bombay Natural History Society (BNHS)

Position: Administration Manager

Type of engagement: One-year contract (extendable)

Reporting: Director

Salary: As per Society norms

Qualification: Graduate in any stream

Job Responsibilities

| | Key Performance area |
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| 1. | <p>ADMINISTRATIVE SUPPORT/SERVICE-GC Meetings related</p> <p>Governing Council of BNHS related work involving, preparation of agenda, sending to the Governing Council (GC) Members for information, Preparing GC minutes, obtaining approval of the President and arranging for circulation to all GC members.</p> <p>Assisting the Honorary Secretary and Director in discharging their responsibilities by providing necessary administrative support</p> |
| 2. | <p>GENERAL OFFICE ADMINISTRATION</p> <p>Preparing detailed annual budget for different activities falling under General Administration and Office Administration for expenses of all capital and revenue items for approval from the GC and its smooth Implementation.</p> <p>Maintenance of attendance/leave record of all employees incl. up country employees and report any deviation to Director/HODs.</p> <p>Dealing with all incoming/outgoing correspondence of the Society and its distribution to the concerned staff for dispatch.</p> <p>Developing adequate infrastructure through acquiring proper systems like telephones, EPABX, and Fax machine.</p> <p>Booking of tickets (domestic /international) for staff and forward travel bills with all the necessary details and approvals to the Accounts Department. Visa related work for international travel.</p> <p>Coordinate proper maintenance of the building, vehicles and equipment.</p> <p>Ensuring that all statutory obligations of the Society are complied with.</p> <p>Continuously examining the scope for improving the working of the Department, in consultation with experts where necessary.</p> <p>To supervise and ensure proper housekeeping and up-keep of cleanliness of office.</p> <p>Co-ordinate with concerned staff to provide the necessary information to Accounts Department for processing salaries and ensure that all employees are paid salaries/benefits in time</p> |
| 3. | <p>Office Record Maintenance</p> <p>To file all official letters, papers and documents systematically for easy and quick access.</p> <p>To receive incoming mail, by post, speed post or by courier, etc.</p> <p>To scan important records of the organization for archival.</p> |



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| | <p>To keep stock of various posters of BNHS and printing of visiting cards for staff.</p> <p>Any other duties assigned by the Director and Assistant Director (Administration)</p> |
| | <p>To ensure proper servicing and checking of fire alarm system, fire-fighting equipment and renewal of service contracts.</p> <p>To ensure safe custody of project equipment.</p> <p>To do liaison and follow up work with MTNL, BEST, BMC and other Government Authorities and the Museum Authorities.</p> <p>To maintain leave record of staff. To arrange for personal accident policies for staff/field staff.</p> <p>To purchase of equipment/ vehicles for projects, imports, etc. To maintain Asset Register/to computerize records.</p> |
| | <p>To maintain and discharge dispatch related work involving communication to the GC members, Pls/HoDs etc. and related to publications.</p> <p>Maintain MoUs for Project and project related work and BNHS stationary related activities.</p> |

General Instructions:

Interested candidates can send their application via email with a detailed CV by 31st March 2024 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001.

Email: cv.hr@bnhs.org

BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

BNHS website: www.bnhs.org