# BOMBAY NATURAL HISTORY SOCIETY

***Requires***

# Administration Executive (Advt. No. 019/25)

**About BNHS**-The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. The BNHS announces the following vacancy in Mumbai, Maharashtra.

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| 1 | **Position** | Administration Executive |
| 2 | **Type of engagement** |  One-year contract (extendable) |
| 3 | **Reporting to** |  Director |
| 4 | **Qualification** |  Graduate in any stream |
| 5 | **Experience** |  Total 5 yrs. of experience in Admin. function of an NGO/ Corporate firm |
| 6 | **Knowledge & Skills** | * Experience in **Administrative Support Service, GC Meeting related, General office administration, office record maintenance**
* Knowledge of **Charity commission laws** & its usage & FCRA filing
* Expertise in MS Office
* Able to work in a team
* Good communication skills
* Knowledge of Marathi, both verbal and written
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|  7 | **Job Description** |  **ADMINISTRATIVE SUPPORT/SERVICE-GC Meetings related** |
|  |  | * 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
* Assisting the Honorary Secretary and Director in discharging their responsibilities by providing necessary administrative support
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|  |  |  **GENERAL OFFICE ADMINISTRATION** |
|  |  | * 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
* Maintenance of attendance/leave record of all employees incl. up country employees and report any deviation to Director/HODs
* Dealing with all incoming/outgoing correspondence of the Society and its distribution to the concerned staff for dispatch.
* Developing adequate infrastructure through acquiring proper systems like telephones, EPABX, and Fax machine
* 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
* Coordinate proper maintenance of the building, vehicles and equipment
* Ensuring that all statutory obligations of the Society are complied with.
* Continuously examining the scope for improving the working of the Department, in consultation with experts where necessary
* To supervise and ensure proper housekeeping and up-keep of cleanliness of office
* 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
* Internal correspondence with BNHS’s officials and staff.
* Any other duties assigned from time to time by superiors.
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|  |  | **OFFICE RECORD MAINTENANCE** |
|  |  | * To file all official letters, papers and documents systematically for easy and quick access
* To receive incoming mail, by post, speed post or by courier, etc
* To scan important records of the organization for archival
* To keep stock of various posters of BNHS and printing of visiting cards for staff
* Any other duties assigned by the Director and Assistant Director (Administration)
* To ensure proper servicing and checking of fire alarm system, fire-fighting equipment and renewal of service contracts
* To ensure safe custody of project equipment
* To do liaison and follow up work with MTNL, BEST, BMC and other Government Authorities and the Museum Authorities
* To maintain leave record of staff. To arrange for personal accident policies for staff/field staff
* To purchase of equipment/ vehicles for projects, imports, etc. To maintain Asset Register/to computerize records
* To maintain and discharge dispatch related work involving communication to the GC members, PIs/HoDs etc. and related to publications
* Maintain MoUs for Project and project related work and BNHS stationary related activities

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| 8 | **Age Limit** | Below 35 yrs. |
| 9 | **Other** | Selected candidate will be posted in Mumbai and will have to travel whenevernecessary. |
| 10 | **Salary** | Negotiable based on experience |

**General Instructions:**

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **019/25 - Application for the post of Admin Assistant** and email the completely filled in application on: cv.hr@bnhs.org.
2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.