

ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment Health And Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.







If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

<u>SNEHA - SOCIAL MEDIA HANDELS</u>	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: **COORDINATOR-PROGRAM LOGISTICS**

-  **Role:** Lead, Manage and Act as proper, on time and resourceful administrative support to all functions at Program offices/centers in order to channelize, build, restore and maintain working culture and environment in adherence to SNEHA's values and policies
-  **Educational Requirement:** Graduate
-  **Experience:** 4 to 6 years of experience in administration, with a background in hotel management or event management
-  **Location:** Santacruz
-  **Reports to:** Report to Manager-Administration
-  **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Position Name mentioned in the JD”

Compressive overview of the position

This position is responsible for managing, coordinating, and providing effective administrative support to all functions at program offices and centers. The role aims to create and maintain a positive working culture and environment that aligns with SNEHA's values and policies, ensuring smooth day-to-day operations and resource management. Additionally, the role includes handling all aspects of event planning, from venue booking to catering and ensuring seamless execution of program events.

Core Responsibilities:

1. Stakeholder Coordination & Resource Planning

- **Stakeholder Coordination:** Regularly engage with key stakeholders to understand and address administrative needs across programs and domains, ensuring timely and efficient fulfillment of requirements.
- **Resource Planning:** Proactively anticipate and plan resource needs based on budgetary guidelines and stakeholder directives, ensuring cost-effective resource utilization.
- **Facilities Management:** Lead facilities management operations in collaboration with programs and domains to ensure timely deliverables and overall satisfaction.

2. Event Planning & Coordination

- **Event Logistics:** Manage all aspects of event planning, including venue selection, booking, catering, and coordination with vendors to ensure smooth execution of program events.
- **Vendor Management:** Coordinate with external vendors for event-related services such as catering, transportation, and equipment rental, ensuring cost-effective solutions that meet program requirements.
- **Event Execution:** Oversee the set-up, execution, and breakdown of events, ensuring everything runs on schedule and aligns with the program's goals and objectives.
- **Guest and Staff Coordination:** Manage guest lists, invitations, and internal communications to ensure staff and guests are well-informed and all event details are efficiently executed.

3. Security & Emergency Management

- **Security Management:** Oversee security management on company premises, including conducting regular audits and surveillance to safeguard staff and property.
- **Emergency Preparedness:** Plan and implement emergency preparedness strategies, including mock drills and safety measures, to ensure the safety of staff and resources.
- **SOP Implementation:** Lead the implementation of Standard Operating Procedures (SOPs) related to security and administrative processes, ensuring compliance and proposing policy improvements where necessary.

4. Budgeting, Procurement, & Facilities Management

- **Admin Budget Preparation & Monitoring:** Prepare annual administrative budgets and monitor expenditures against these budgets. Raise red flags if expenses exceed the allocated budget.
- **Procurement Management:** Negotiate with vendors and suppliers for better rates and services, ensure timely procurement, and maintain vendor databases to ensure transparency and avoid favoritism.
- **Office/Center Space Identification & Negotiation:** Oversee the identification, negotiation, and finalization of office or center spaces for various programs, ensuring alignment with SNEHA's guidelines and budget.

- **Contract & Legal Compliance:** Ensure compliance with contract labor regulations and legal documentation, providing administrative and legal support for smooth organizational operations.

5. Fixed Asset Maintenance & Management

- **Asset Tracking:** Maintain accurate records of fixed assets, tag them as per the prescribed process, and verify their availability bi-annually.
- **Asset Compliance:** Ensure proper tracking, maintenance, and compliance related to fixed assets within the organization.

6. ERP & Synergy Management

- **ERP Process Automation:** Lead the understanding and implementation of administrative processes through the Synergy ERP system. Ensure adherence to established workflows and assist in the development and automation of new processes.
- **ERP System Management:** Work closely with the IM team to ensure that ERP requests, formats, and processes are efficiently implemented and tested.
- **Team Training:** Provide training to the admin team and organization-wide users on new processes in the ERP system and gather feedback to improve its performance.

7. Administrative Support & Legal Coordination

- **Administrative Support:** Provide continuous administrative support across all functions and ensure compliance with organizational standards.
- **Government Relations:** Coordinate with government officials for administrative and facility-related services, ensuring proper legal and statutory compliance.
- **Documentation & Legal Compliance:** Support documentation and ensure compliance in various administrative tasks, including contract labor and statutory requirements

CRITICAL TRAITS:

- **Technical Proficiency:** Strong working knowledge and understanding of technology, particularly ERP systems, to manage administrative tasks efficiently and automate processes.
- **Process Improvement:** Expertise in designing, improving, and optimizing administrative processes to enhance efficiency, streamline workflows, and meet organizational goals.
- **Emotional Intelligence:** Ability to understand and manage emotions, both personal and professional, to build strong relationships, resolve conflicts, and foster collaboration with diverse personalities.
- **Influencing Skills:** Strong capability to influence and persuade others, effectively articulating the benefits of administrative practices from an organizational perspective to senior leadership and teams.
- **Cultural Sensitivity and Diversity Awareness:** Sensitivity and understanding of diverse populations and the ability to work with people from varied backgrounds, especially in areas concerning health, nutrition, and violence.
- **Organizational Efficiency:** High personal efficiency with excellent time management skills and the ability to prioritize competing demands in a fast-paced environment.

BEHAVIORAL COMPETENCIES:

- **Collaboration:** Demonstrates the ability to collaborate effectively with multiple teams, especially in managing the administrative function across different domains, while navigating diverse viewpoints and personalities.
- **Effective Communication:** Proficiency in both verbal and written communication, ensuring clarity, conciseness, and transparency in interactions with colleagues, stakeholders, and external parties.

- **Adaptability:** Flexible and able to adjust to changing circumstances, challenges, and organizational needs, particularly in a dynamic work environment.
- **Leadership & Relationship Building:** Skilled at leading teams with diverse members, fostering trust, collaboration, and alignment towards common objectives while ensuring team morale and performance.
- **Conflict Resolution:** Ability to navigate conflicts or differences in opinion constructively and create solutions that benefit both individuals and the organization.
- **Decision-Making & Accountability:** Demonstrates strong decision-making skills, taking ownership of decisions made in the administrative space, ensuring effective implementation and accountability.
- **Sensitivity to Issues:** A strong sense of empathy and awareness towards the sensitive issues related to health, nutrition, and violence, ensuring that interactions and decisions are culturally and contextually appropriate.

“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”