

## Office Manager

### About the organisation and department

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. Our hospital and sanctuary (located in Badi, 10km from Udaipur) house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

Office Administrator is responsible for general administration tasks within the office environment. Primary role is ensuring that all office administrative functions are coordinated to achieve a high level of productivity within the organization.

**Designation – Office manager**

**Reports to – Top management**

**Number of positions – 1**

### General purpose of the role

The Office Manager role will work closely with management and the different departments and provide them the necessary support, ensuring the proper flow of administrative and office procedures and carrying out regular office duties such as filing.

The Office Manager will be supported by current members of the staff and will be able to hire an assistant if proven necessary.

### Key area of responsibility

1. Provide general support to the management and staff working in the office
2. Organize meetings with externals (public authorities, lawyers, accountants, etc) upon request of the management
3. Organize and maintain the documents and file for the management of the Trust
4. Organize and maintain the storage and filing system, including the physical database with the medical files
5. Establish and maintain the minimum level of stationary and office supplies, in coordination with the accountant and the stock team

# JOB DESCRIPTION

6. Take calls and record messages on behalf of absent staff
7. Organize, receive and send mail, including going to the Post Office occasionally
8. Ensure the timely weekly printing of the forms needed at the hospital and that the minimum numbers of forms are available at all times
9. Oversee the maintenance of office facilities and equipment, in coordination with the stock team
10. Any other task as necessary.

## Experience, education and skills

1. Proven experience as an office administrator, office assistant or relevant role
2. Bachelor's degree.
3. Outstanding communication and interpersonal abilities.
4. Familiarity with office management procedures.
5. Knowledge of MS Office, Google Drive, GSheets, GDocs.

## Personal attributes

1. Fluency in Hindi and good level of English (fluency in Mewari is a plus).
2. Excellent organizational and record keeping skills.
3. Comfortable doing multitasking.
4. Attention to detail.
5. Ability to work without supervision.

