

**POSITION: ADMINISTRATIVE ASSISTANT – PART TIME  
LOCATION – MUMBAI**

**Background to UnLtd India**

UnLtd India is an innovative new foundation supporting early stage social entrepreneurs in India – individuals who have the ideas/projects and drive to make a positive change in their communities. We do this by providing incubation support, a comprehensive package of financial and non-financial support, to individuals to start up and run projects that deliver social benefit.

In addition to our core programme of providing incubation support, we run the following activities:

1. An Annual Conference on Social Entrepreneurship in India, which is primarily aimed at promoting social entrepreneurship as a tool for social change in India.
2. Learning Journeys, which bring a select group of leaders from the development sector, corporate sector and the government in the UK to India to learn first hand how social entrepreneurs are tackling some of India's most acute social and environmental challenges.

For more information please visit [www.unltdindia.org](http://www.unltdindia.org)

**Job Description – Administrative Assistant**

The Administrative Assistant will be responsible for providing administrative support to ensure efficient operations at UnLtd India. The main responsibilities of the administrative assistant in each programme are:

Incubation Support

- Manage payment schedule of investees (individuals that are being supported by UnLtd India)
- Coordinates logistics, material preparation, food and travel for events, workshops, trainings that will be organised as part of the incubation support
- Update and maintain our knowledge management system

Annual Conference

- Coordinate logistics, material preparation, food and travel for the event
- Be the communication point for the participants
- Maintain basic expense accounts and receipts for the event

Learning Journey

- Support the Learning Journey team by taking on administrative functions as required
- Maintain basic expense accounts and receipts for the journey

General office responsibilities

- Support technical needs, including interacting with service providers (e.g. internet provider, courier etc)
- Keep the office well stocked with office supplies and other miscellaneous goods
- Manages paper and online filing systems for the organisation.

- Support staff members by taking on any other administrative functions of our three programmes - the incubation support, the annual conference and the learning journeys – as required

## **Profile**

### **Experience/skills**

- You have two year's work experience in the development sector or corporate sector
- You have excellent organisation skills
- You have strong correspondence skills
- You are confident using Excel and working with basic budgets
- You have experience in coordinating logistics for trainings, workshops or any other event
- You can speak in English, Hindi and Marathi
- You have all the basic IT skills, especially MS Office and Excel

### **Personal qualities**

- You are motivated, committed and have a deep empathy with our mission to support social entrepreneurs
- You have a meticulous attention to detail
- You have a flexible approach to the job combining energy, enthusiasm and a will to learn
- You can work within a small team and are collaborative
- You can cope with difficult and unexpected situations

*Interested candidates are requested to send their CV to [pooja.warier@unltdindia.org](mailto:pooja.warier@unltdindia.org)*