Terms of Reference
Admin Officer
Centre for Responsible Business

ABOUT CRB

Centre for Responsible Business (CRB) was established in 2011 as a think-tank to pursue its vision, 'businesses integrate sustainability into their core business practices'. Given that sustainability is a multi-dimensional problem especially in the context of India and other emerging economies, CRB has adopted a model of engaging multiple stakeholders to develop action plans for promoting sustainable/responsible business, across various sectors in India. The work of CRB spans over four operational verticals namely, a) action and policy work; b) training and capacity building c) customized advisory services d) multi-stakeholder knowledge fora.

The organization works across a diverse set of thematic areas which include (i) business and human rights; (ii) Private Sector & SDGs; (iii) MSMEs & sustainability; (iv) Circular economy and(v) Voluntary sustainability standards. With an experience of having worked for over a decade in the abovementioned fields, CRB has developed expertise and insights that positions it well among leading think tanks on sustainable development/sustainable business. More information can be found at www.c4rb.org.

Job Title:	Administration Officer	Job Category:	Full – time
Department/Group :	Admin	Location:	Delhi
Reporting:	Nandini Sharma, Director	Position Type:	Permanent
Date Posted:	26 February 2024	Last Date of Application:	04 March 2024
Mode of Application	To apply please send your CVs and a letter explaining why you want to apply for the position to hr@c4rb.in		
External Posting URL:	LinkedIn and job portal		
Internal Posting URL:	Company website		

OBJECTIVES:

The job requires primarily working creating awareness and promoting uptake of sustainable palm oil amongst various supply chain actors specially FMCGs, retails, financial institutions etc. The Programme Officer will also contribute to other aspects of CRB's work on Climate Change and Environment, as deemed necessary specially with engaging with private sector and industry stakeholders. The candidate should demonstrate experience to show working knowledge on the concept of value chains in general and from a climate change and environment lenses in particular.

JOB REQUIREMENTS:

a) CEO's Assistance
- Efficiently organize and manage the CEO's schedule, ensuring optimal utilization of time and prioritizing appointments and meetings.
- Plan and coordinate all aspects of travel for the CEO, including booking flights, accommodations, transportation, and creating detailed itineraries.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Act as a liaison between the CEO and internal/external stakeholders, ensuring effective communication and timely response to inquiries.

b) Admin Support
- Create and manage a comprehensive vendor database, including contact details, contracts, and performance metrics for effective vendor relationship
- Plan and coordinate all aspects of travel for the staff, including booking flights, accommodations.
- Provide general administrative support to the, ensuring a smooth and well-coordinated office environment.
- Managing relationships with suppliers, contractors, and service providers to ensure smooth operations, including contract negotiation, service quality monitoring, bills clearance etc

c) Database Management
- Demonstrate proficiency in Excel and Management Information System (MIS) tools for accurate and timely reporting. Generate reports as required by the management team.
- Maintain an organized and easily accessible filing system for both physical and electronic documents, ensuring confidentiality and easy retrieval.
- Maintaining and organizing documents, records, and files for easy access and compliance with record-keeping requirements.

PROFESSIONAL EXPERIENCE
- Minimum five to 3-5 years of experience
- Candidate with corporate background would be preferred specially with experience related admin assistance , startup organization experience will be preferred.