

**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:	Administrati on Officer	Job Category:	Full - time
Department/Group :	Admin	Location:	Delhi
Reporting:	Nandini Sharma, Director	Position Type:	Permanent
Date Posted:	17 July 2024	Last Date of Application:	31 July 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		

JOB REQUIREMENTS:

a) 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

b) 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.