



The Akanksha Foundation is a non-profit organization with a mission to provide children from low-income communities with a high-quality education, enabling them to maximize their potential and transform their lives. Akanksha works primarily in the field of education, addressing formal education by initiating school reform through its School Project. Currently, Akanksha reaches out to the 9300 children through its 21 schools in Mumbai and Pune.

### **Job Description**

**Position: Associate - Central Admin & Procurement**

**Function/Team:** Administration

**Location:** Pune

**Compensation:** Based on skill sets, experience and sector standards.

**Position Summary:** The position will be responsible for managing administration and procurement needs of The Akanksha Foundation's projects and office, liaise with vendors and manage Pune office administration.

**Reports to:** Assistant Manager – Central Admin & Procurement.

#### **Job Description:**

##### **A. Procurement**

- Assist budget managers in establishing cost parameters and budgets for purchases.
- Maintain records of purchases, pricing, and other important data.
- Review and analyse all vendors/suppliers, supply, and price options.
- Develop plans for purchasing equipment, services, and supplies - All purchases will be done according to the Akanksha's procurement policy.
- Negotiate the best deal for pricing and supply contracts.
- Ensure that the products and supplies are of high quality in line with purchase/service requests.
- Responsible for the preparation and accurate processing of purchase orders.

- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development.
- Work with team members and Procurement Manager to complete duties as needed.
- Manage Inventory and Assets.

## **B. Administration**

- Manage travel and logistic requirements.
- Arrange and plan central/city events and meetings.
- Manage vendor /utilities payments and billing cycles.
- Manage lease renewals.
- Manage office maintenance issues for general repair and updates.
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed.

### **Experience:**

- 2-3 years of relevant experience in procurement and office administration

### **Knowledge/Skills:**

- Excellent verbal and written communication skills in English and Hindi.
- Networking and ability to manage relationship with various stakeholders.
- Highly motivated, persevering, achievement-oriented attitude.
- Proven ability to work as part of a team as well as Independently.
- Financial and Data Analysis skills.
- Proficiency in MS Office.
- Planning and organizational skills.

### **Education :**

- Bachelor's Degree in any discipline