



CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM address disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Administration Assistant

Location: Bangalore, India

Reporting to: Operations and Admin Officer

Objective:

1. Assistance in all administrative duties for Main office and other locations where CBM office is set-up.
2. responsible for sourcing and purchasing the best quality equipment, goods and services at the most competitive prices. Responsible to ensure that systems and procedures are maintained, preparing of guidelines.
3. Monitoring Stock, Inventory, AMCs, Contract renewals and disposal.

Major Responsibilities:

1. Support in all Administrative activities for CBM Offices
2. Support in Rental agreements, amenities and maintenance.
3. Perform all procurement and contracting activities including pre-qualification, tender management, negotiation, Contracts, etc.
4. Set policy and guidelines for delivering commercial and cost effective procuring process for the organization
5. To procure supplies, equipment and services based on CBM's needs.
6. Responsibilities include researching new vendors, tracking deliveries and updating order records (e.g. dates, invoices and discounts.)
7. Working knowledge on supply chain procedures and know how to create and translate cost analyses
8. Make cost-effective purchases and ensure we maintain a fully stocked inventory.
9. Monitor stock levels and identify purchasing needs
10. Research potential vendors
11. Track orders and ensure timely delivery
12. Update internal databases with order details (dates, vendors, quantities, discounts)
13. Conduct market research to identify pricing trends

14. Evaluate offers from vendors, service providers and negotiate better prices
15. Prepare cost analyses
16. Maintain updated records of invoices, contracts, payments, renewals and AMCs
17. Follow up with suppliers, as needed, to confirm or change orders
18. Liaise to ensure all products arrive in good condition and quality services are provided as agreed
19. Coordinate with Consultants and prepare consultancy agreements, payments etc.

Experience and education

- Bachelors degree in commerce or Arts
- At least 3 to 5 years of working experience in Administration & procurement role or similar
- Good understanding of supply chain procedures
- Hands-on experience with purchasing software,

Professional and behavioural

- Proficiency in Microsoft office applications such as word, excel & PPT.
- Good communication skills in English, regional language
- Abide by and display CBM core values in all aspects of work
- Flexible approach to work demands
- Ability to work in teams and collaborate with staff at all levels
- Willingness to learn, change and adapt
- Well organized with the ability to multitask
- Cultural awareness and sensitivity

Other details:

- Candidate should be flexible to travel as needed
- To be able to join CBM in one month

The future job holder adheres to CBM Policies and procedures, commits to CBM's Child Safeguarding Policy, Code of Conduct and follows CBM's safety & security protocols.

CBM encourages Women and persons with disabilities to explore this important opportunity.