

Executive – Admin & Office Operations

Background:

Sterlite EdIndia Foundation (EdIndia) is a non-profit organisation with the aim to enhance the quality of education in India. We empower teachers, administrators, and communities to enhance the classroom learning experience by leveraging technology and data analytics. Our strong understanding of grassroots challenges helps us in designing innovative tools, solutions, and frameworks to improve the educational landscape in the country. It has been provided incubation support by Sterlite Power Transmission Limited and its group companies.

Our Vision: Every child in the country has access to quality education.

Our Mission: To empower educators by enhancing teacher capabilities and fostering a culture of data-driven decision-making within the public education system

We Realise our vision and mission through the following key initiatives:

- **Institutional Strengthening Programme:** Enabling SCERTs and DIETs to build expertise and develop implementation strategies aligned with NEP 2020.
- **Teacher Education Programme:** Preparing teachers of the future by building the capacity of pre- service and in-service teachers.
- **Data Analytics Support Programme:** Driving a culture of data-driven decision-making in the public education system.

EdIndia currently operates in six states—Maharashtra, Rajasthan, Chhattisgarh, Tripura, Uttarakhand, and Arunachal Pradesh.

Sterlite EdIndia Foundation is looking for an **Executive – Admin & Office Operations** to oversee travel, facilities, procurement, vendor management, and office administration. The role requires strong execution, multitasking, and stakeholder management skills to ensure seamless day-to-day operations across the organisation.

Travel & Logistics Management

- Coordinate and manage travel bookings, including flights, trains, hotels, and local transportation for staff and leadership.
- Prepare and communicate travel itineraries, process travel reimbursements, and ensure compliance with travel policies and budgets.
- Manage travel vendors, negotiate rates, and Utilise corporate travel platforms for efficient booking and tracking.

Office Administration

- Oversee daily office operations, including facility maintenance, housekeeping, security, and visitor management.
- Manage office leases, contracts, asset records, workspace planning, and coordination with

building management and IT support.

- Ensure timely renewal of contracts, Licences, and administrative agreements while maintaining a professional and efficient work environment.

Procurement, Stationery & Inventory

- Manage procurement of office supplies, stationery, pantry items, and consumables while maintaining inventory and ensuring timely replenishment.
 - Coordinate purchase orders, vendor payments, and quotation comparisons in collaboration with the Finance team.
 - Onboard and manage vendors to ensure cost-effective and uninterrupted supply of goods and services.
-

Vendor Management & Quotations

- Identify, onboard, and manage vendors for administrative services while maintaining vendor databases and compliance records.
- Negotiate pricing, evaluate quotations, and monitor vendor performance to ensure cost-effective and quality service delivery.
- Ensure all vendor agreements, statutory documents, and compliance records are updated and audit-ready.

Event & Meeting Coordination

- Support logistical planning and coordination for meetings, workshops, training Programmes, field visits, and organisational events.
- Manage end-to-end logistics for annual retreats, leadership meetings, and other organisation-wide engagements.
- Coordinate with internal teams, vendors, and partners to ensure timely and effective event execution.

Finance & Compliance Support

- Manage petty cash, process invoices, and support expense reconciliation
- Coordinate with Finance for budgets, accruals, and vendor payments
- Ensure procurement follows approval workflows and audit requirements
- Maintain documentation for internal and statutory compliance

Qualifications Required :

Minimum Qualification: Graduate in any discipline (BA, B.Com, BBA, BMS, or equivalent)

Preferred Certifications: Office Management, Business Administration, or Executive Assistance (added advantage)

Candidates should be highly organised, tech-savvy, and comfortable working with digital tools and admin platforms.

Experience

- 2–3 years of hands-on experience in office administration, executive assistant, or operations coordinator roles
- Experience in NGO, education, or corporate setups preferred
- Prior experience in travel desk, vendor management, and procurement is essential
- Excellent written and verbal communication in English (Hindi/Marathi is a plus)
- Proficiency in MS Office and Google Workspace

No of Positions : 1

Location : Mumbai, Maharashtra

Click here to fill the form and apply: <https://docs.google.com/forms/d/e/1FAIpQLSfVPnZRoL-mJD7PoJGzSduQFdYytV-9HESHDWpJ80Mb2kfCSA/viewform?usp=publish-editor>