



Friends Society, Vadodara, India

**POSITION: OFFICE COORDINATOR**

At Friends Society (FS), the office coordinator organizes and supports all office administrative functions and matters related to staff management; provides supervision for all financial / accounting functions; and manages matters related to compliance with regulations.

**POSITION OVERVIEW:**

Job Title:	OFFICE COORDINATOR
Person currently in this position (incumbent):	(new position)
Type of position:	Part time      Reports to: FS Chairperson
Hours & Days off	<u>Work hours:</u> 30 / week (5 hours / day; 6 days / week) <u>Days:</u> Monday through Saturday <u>Core Hours :</u> Two hours in AM for at least two days; two hours in the evenings for at least two days. Exact hours to be determined after the position is filled. <u>Suggestion:</u> Mon, Thurs, Sat: 3:30 PM to 8:30 PM Tues, Wed, Fri: 8:30 AM to 1:30 PM As the need to be present at FS changes depending on activities and events taking place, adjustment could be made to the schedule. For the time spent outside of the scheduled hours, time could be taken off during the regular hours ("comp" time) - not count as overtime.
	<u>Work location:</u> FS campus (Petit Library), Fatehganj, Vadodara
	<u>Days off:</u> (per calendar year) <ul style="list-style-type: none"><li>▪ Diwali vacation (7 days)</li><li>▪ 9 Public holidays (3 - National; 6 optional - selected by staff)</li><li>▪ 10 vacation days</li><li>▪ Cannot carry over unused days to the next year</li></ul>
Compensation	A compensation package will be developed for the selected candidate by the Chairperson considering the qualifications, background, and potential for making contributions at FS.
Probation period:	Six months; performance review to be conducted at the completion of the first five months and then decision to be made about the continuation of service.

## KEY RESPONSIBILITIES:

### 1. Staff supervision and management

All matters related to the FS paid staff (hiring and appointment letters, suggesting compensation, conducting performance reviews, tracking attendance and timeliness, addressing staff concerns or requests, maintaining personnel records, payment of salary, and so on).

Attend EC meetings; bring up for discussion any staff or facility related issues.

### 2. Financial matters - Supervise and ensure that:

- Day-to-day, (1) bills are paid, (2) receipts are obtained for all expenses and bills, (2) proper receipts, thank you letters, and copies of 80(g) certificates are provided to donors, and donation records are maintained, and (3) monthly payment is made of the staff salaries.
- Negotiate prices for services and items purchased for FS so that money is spent wisely; also, monitor all expenses to ensure that the money is spent wisely and responsibly by everyone.
- Maintain cash on hand to pay for small daily expenses.
- Approve expenses of up to Rs. 1,000 (with a limit of maximum Rs. 5,000 in any calendar month)
- Ensure that the annual accounts are audited within three months of completion of accounting year

### 3. Regulatory matters - Ensure that:

- Records needed for complying with regulatory requirements are maintained
- Reports and updates are filed in timely manner with various regulatory agencies as per timelines set by FS
- Signatures from trustees and others are obtained in timely manner to meet regulatory requirements

### 4. Office administration matters

- Attend to visitors and phone calls; escalate / report to chairperson if any complaint or grievances are not addressed / resolved
- Handle emails and correspondence in general
- Ensure that –
  - Adequate supply of membership form, letter head, envelopes, registers, and other stationary is obtained and maintained
  - Arrange printing as required, maintain adequate supply on hand for meeting the needs
  - Systems are developed, implemented and maintained for organizing documents, reports, photos, etc. – both in paper and electronic formats.
  - System for document archives is developed (for both paper and electronic files)
  - Inventory of FS assets is maintained and is up-dated regularly whenever changes occur

### 5. Facility related matters Ensure that -

- Visual aspects of the campus (notice boards, all signs – including the sign above the gate), posters on the campus, etc.) are maintained in good condition and are updated
- Ensure cleanliness of all parts of the premises
- Organize storage areas
- Water system related matters such as operating water pumps, electrical and other utilities
- Arrange for repair and maintenance of office computers and other electronic devices, arrange repair of any other equipment, lighting, music, civil works, etc.
- Ensure that all furniture is in good condition, arrange for repairs or replacement as needed
- Maintain supply of housekeeping material

### 6. Safety & well-being of all - Ensure that:

- FS facilities and campus are safe (won't cause injuries to anyone using them) and are maintained in hygienic condition.
- Working with the ICC Chairperson, ensure that FS policy on sexual harassment is posted and publicized; and other related requirements are met.

7. Supervise the operation of the various classes for women and Balwadi (staff-based activities).
  - Ensure that collection of student fees, maintenance of student records are done in timely manner and properly
8. Other:
  - Placement students are given proper assignments and their attendance records are maintained
  - Any other matter that the Chairperson assigns

## REQUIREMENTS:

EDUCATION: must be a graduate

WORK EXPERIENCE: Around five (5) years of relevant experience, such as an office administrator, an accountant, supervising people, or as a teacher.

## TRAITS and SKILLS:

- Responsible, hardworking, reliable and dependable; self-starter; can work effectively with minimal or no supervision
- Strong computer skills
  - Very strong skills using key Microsoft programs (Word, Excel, and PowerPoint as a minimum); able to use key email programs (Gmail, Outlook, etc.) and manage calendars; prefer ability to use Microsoft Access program
  - Proficient in the use the Internet and social media such as WhatsApp
- Language skills
  - Fluent in written and spoken English
  - Be able to understand and converse in Gujarati and Hindi; also, prefer ability to write in these languages
- Strong communication skills
  - Be able to effectively communicate verbally and in writing
- Highly organized and pay attention to details; comfortable working with details
- Excellent inter-personal and social skills
  - Approachable and friendly
  - Open to new ideas and suggestions
  - Have patience
  - Tactful in handling difficult situations and people
  - Enjoys being around and working with people
  - Respects others – regardless of their status or title
- Either experience of, or at least strong liking for, working with young volunteers (typically undergraduate college students), and desire to help with their self-development through service activities
- Facilitative leadership style (as opposed to authoritarian or dictatorial style)
- Ability to work effectively with teams
- Resourcefulness and problem-solving skills
- Be able to accept and uphold FS mission and principles; understand value of volunteerism and primacy of students at FS

Date: 13 April 2019