

Admin Officer

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking an Admin Officer to provide crucial administrative and logistical support, manage daily office operations, handle facilities, and ensure effective coordination across the HR, Operations (COO), and Finance (CFO) functions. The officer will ensure smooth functioning of the main office and assist the senior management team.

Job Specification for Admin Officer: The Admin Officer will be responsible for providing comprehensive administrative and secretarial support, managing office assets and procurement, organizing official travel and meetings, and maintaining all administrative records. The officer's core duty is to ensure efficient inter-departmental communication and that the workplace is well-managed to support BNHS's scientific and conservation work.

(Candidates preferably from Mumbai)

Essential and Desirable qualifications are as follows:

1	Name of Position	Admin Officer
2	Emoluments	INR 50,000/- per month. Plus Personal Accident Policy <i>A higher start can be considered for a candidate with work experience more aligned with the specific requirement of the BNHS.</i>
3	Duration	Two-year contract (extendable with long-term scope)
4	Experience	Administration, Coordination, Office Management, Procurement (3-5 Years)
5	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
6	Type of engagement	Contract Based
7	Essential Qualification	Bachelor's degree in Business Administration, Commerce, or any related field. Desirable Experience: • 3–5 years of experience in office administration, general management, and procurement, preferably in an NGO or institutional setting. • Proven ability to coordinate effectively with multiple senior departments (HR, Finance, Operations/COO). • Strong knowledge of office management software, record-keeping, and general administrative procedures. • Skills in organizing logistics, managing vendors, and maintaining office infrastructure. • Excellent communication, interpersonal, and problem-solving skills to manage office flow.
8	Key Responsibilities	The major duties and responsibilities: 1. Serve as the primary point of contact for administrative coordination among the Head – HR, COO, CFO, Director and Honorary Secretary. 2. Manage general office administration, including facilities, maintenance, office supplies, and asset tracking. 3. Coordinate official travel, meetings, and logistics for senior management and various departments. 4. Assist with the documentation and processes related to procurement, vendor management, and administrative contracts. 5. Maintain systematic physical and digital records for all administrative and operational files. 6. Provide secretarial and support services to ensure smooth daily operations of the BNHS headquarters. 7. Handle correspondence, filing, and internal communication across departments.
9	Age Limit	Upto 45 Years

Note: While submitting the application, advertisement no. (Advt. No. 25/2025) is to be mentioned in subject line.

General Instructions

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: **25/2025- Application for the post of Admin Officer** and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org.

2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Admin Officer

Space for
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :
- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):

1. Reference 1:

2. Reference 2:

- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date