Job Description: Admin & HR Executive

Organisation: Nirmal Initiative
Position: Admin & HR Executive
Location: Vrindavan/Mathura, Uttar Pradesh
Sector: NGO | Community Development | Social Impact
Employment Type: Full-time
Experience Required: 1–3 years
Salary: ₹20,000 – 22,000 per month, depending on experience and qualifications
Reporting To: Programme Manager
Application Deadline: 20th October 2026

About the Role

The Admin & HR Executive will be responsible for managing day-to-day administrative operations, supporting human resource processes, maintaining organisational records, and coordinating logistics for office and field activities.

The role requires an organised, dependable, and people-oriented professional who can ensure smooth office functioning while providing administrative and HR support to programme teams working across rural communities in Vrindavan, Mathura, Uttar Pradesh.

The selected candidate will work closely with the management, programme teams, field staff, and external vendors to ensure that administrative processes are efficient, staff-related documentation is maintained, and field operations receive timely support.

Key Responsibilities

1. Office Administration and Documentation

- Manage daily office operations and ensure the smooth functioning of administrative activities.
- Maintain physical and digital records, files, registers, correspondence, and organisational documents.
- Handle incoming and outgoing communications, emails, letters, and official documentation.
- Maintain office supplies, stationery, equipment, and other administrative resources.
- Monitor office requirements and ensure the timely availability of essential supplies.
- Maintain records of organisational assets, equipment allocation, and inventory.

2. Human Resource Management

- Maintain employee records, personnel files, attendance registers, leave records, and staff databases.
- Support recruitment processes, including preparing vacancy announcements, scheduling interviews, and coordinating with shortlisted candidates.
- Assist with employee onboarding, induction, joining documentation, and exit formalities.

- Maintain staff contracts, appointment letters, employee declarations, and other HR-related documents.
- Coordinate with programme managers to maintain updated information on staff deployment and field responsibilities.
- Support the implementation of organisational HR policies and procedures.

3. Payroll and Employee Coordination

- Compile attendance, leave, and other relevant inputs for monthly payroll processing.
- Coordinate with the accounts team for salary processing, staff reimbursements, and travel claims.
- Maintain records of employee advances, reimbursements, and supporting documents as required.
- Respond to routine staff queries related to attendance, leave, documentation, and administrative procedures.
- Ensure the timely submission and verification of employee-related documents.

4. Travel, Logistics, and Field Coordination

- Coordinate travel arrangements, accommodation, transportation, and logistics for staff field visits.
- Support the planning and logistical arrangements for workshops, training sessions, meetings, and community activities.
- Coordinate venue bookings, participant arrangements, materials, refreshments, and other event requirements.
- Liaise with field teams to understand operational needs and facilitate timely administrative support.
- Maintain records of travel requests, travel expenses, and logistics-related documentation.

5. Vendor and Asset Management

- Coordinate with vendors, service providers, and suppliers for office requirements.
- Obtain quotations, maintain vendor records, and support procurement procedures in accordance with organisational policies.
- Track office assets, equipment, repairs, maintenance, and service schedules.
- Maintain inventory registers and records of the distribution and use of organisational resources.
- Ensure that purchases and administrative expenses are supported by appropriate documentation.

6. Compliance and Organisational Support

- Maintain administrative documentation required for internal reviews, audits, and organisational reporting.
- Assist in maintaining records related to staff policies, employment documentation, and applicable workplace compliance requirements.
- Support the maintenance of organisational policies, including the prevention of sexual harassment (POSH) policy and related records, as applicable.

- Maintain confidentiality of employee information, organisational documents, and sensitive records.
- Assist management with routine administrative reports, staff lists, and documentation requirements.

7. Coordination with Programme Teams

- Coordinate with programme managers, field coordinators, and other team members to support day-to-day operations.
- Facilitate communication between the office and field teams.
- Track administrative requests and ensure their timely resolution.
- Assist with staff meetings, internal coordination meetings, and organisational events.
- Identify administrative gaps and suggest practical improvements to office and field operations.

Required Qualifications and Experience

- Graduate degree in any discipline. A background in Human Resource Management, Business Administration, or Management will be an advantage.
- 1–3 years of relevant experience in administration, HR support, office management, or operations.
- Previous experience working with an NGO, nonprofit organisation, or development programme will be preferred.
- Basic knowledge of recruitment coordination, employee documentation, attendance management, and administrative processes.
- Proficiency in MS Word, MS Excel, email, and digital documentation tools.
- Familiarity with office administration, vendor coordination, record-keeping, and logistics management.

Essential Skills and Competencies

- Strong organisational skills and attention to detail.
- Good verbal and written communication skills in Hindi.
- Basic working knowledge of English for emails, documentation, and official communication.
- Ability to manage multiple tasks and prioritise responsibilities effectively.
- Strong coordination and interpersonal skills.
- A responsible, proactive, and solution-oriented approach to work.
- Ability to maintain confidentiality and handle sensitive staff information.
- Willingness to travel occasionally and coordinate closely with field teams working in rural communities.
- Ability to work collaboratively in a small, dynamic, and grassroots-focused organisation.

Preferred Attributes

- Experience supporting HR and administrative functions in a small or growing organisation.

- Understanding of the operational requirements of grassroots NGOs and community development programmes.
- Familiarity with staff travel coordination, event logistics, and field-level operations.
- Ability to work respectfully with people from diverse social and cultural backgrounds.
- Commitment to organisational accountability, teamwork, and efficient resource management.

Key Performance Expectations

The Admin & HR Executive will be expected to:

- Maintain accurate and updated employee and administrative records.
- Ensure timely completion of attendance, leave, and recruitment documentation.
- Provide efficient administrative and logistical support to programme teams.
- Maintain organised records of office assets, vendors, supplies, and travel arrangements.
- Support timely payroll inputs and reimbursement documentation.
- Ensure the confidentiality and secure handling of staff and organisational records.
- Contribute to improved coordination and smooth day-to-day functioning of the organisation.

Compensation and Benefits

- Monthly salary: ₹20,000 – 22,000, based on qualifications and experience.
- Full-time position with opportunities to gain experience in HR, administration, and development sector operations.
- Opportunity to contribute to grassroots initiatives and community development programmes.

How to Apply

Interested candidates should send their updated CV along with a brief cover letter explaining their relevant experience and suitability for the position.

Email: info@nirmalinitiative.org
Application Deadline: 20th October 2026
Subject Line: Application for Admin & HR Executive