



Position: Office Manager, Administration

Location: Delhi

Founded in 2012, Central Square Foundation is a non-profit philanthropic foundation working with the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving the learning outcomes of children, especially from low-income communities.

We believe that effective foundational learning is essential for better learning outcomes of all children in school. Development of foundational literacy and numeracy skills by Class 3 can help children progress to higher levels of learning which is an essential building block for creating equal access to opportunities needed for leading a better life.

In order to achieve this, we partner with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact. We also collaborate with the ecosystem to leverage knowledge and create proven tools around critical issues such as early learning, technology in education, classroom instruction methods and governance.

CSF's team members bring a deep sense of commitment and passion towards our collective vision that every child deserves quality education. We strive for excellence in everything we do and collaborate to create an impact as we move closer to achieving our mission. We encourage an entrepreneurial outlook that evokes new and bold ideas along with taking smart risks. CSF provides a dynamic, learning and positive environment that is driven by our strong sense of values.

Position Summary

The Office Manager's role involves organization and coordination of administrative duties and office procedures. The role requires to ensure high levels of organizational effectiveness, communication and safety. The role will report to Senior Executive - Administration.

Key Responsibilities include, but are not limited to

- **Administration – CSF & Portfolio Organizations**
 - Oversee and organize general office operation and procedures.
 - Meet and greet external stakeholders, visitors, candidates and clients and provide assistance and coordination support for the meetings the concerned team member(s).
 - Answer phones in a professional manner, route the calls to the concerned team as necessary and provide callers with necessary information to clarify their inquiries.
 - Receive and forward incoming emails to the concerned team.

- Maintain office security by following safety procedures and control access when required.
 - Order and maintain distribution of front office supplies and maintain an updated inventory of stock.
 - Keep updated records of office expenses and costs.
 - Ensure regular maintenance of the office facility and arrange necessary repairs when required.
 - Ensure supply requisitions are reviewed and approved and properly assign and monitor clerical functions.
 - Manage contract and price negotiations with office vendors, service providers and office lease and ensure that all items are invoiced and paid on time.
 - Liaison with facility management vendors, including cleaning, catering and security services.
 - Work on specific and ad hoc projects as and when required.
 - Organizing regular fire drill for the employees.
 - Organize and plan logistics for all internal meetings.
 - Be the SPOC for booking CSF meeting rooms for portfolio organizations.
- **Support to Talent Management & OD**
 - Liaison between the medical insurance company (TATA AIG) and CSF employees.
 - Be the SPOC for all medical insurance related queries and reimbursements.
 - Provide coordination support for interviews to TM & OD and manage movement of candidates between different panels.

Required Qualifications, Skills and Abilities:

- Bachelor's or equivalent degree required
- 2 to 6 years of work experience with prior experience as Office manager, Front office manager or Administrative Assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Strong knowledge of Microsoft Office – Excel, PowerPoint and Word

Desired Qualities:

- Deep intellectual curiosity, entrepreneurial spirit and 'can-do' attitude
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued
- Hard working and interested towards building an exceptional 'system change' organization



Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates can click on the [Application Form](#) and fill the required details in the form.