

Vacancy: **Administrative Coordinator/Manager**
On-site (New Delhi) | Full-Time

Sustainable Futures Collaborative

The Sustainable Futures Collaborative (SFC) is an independent and non-profit research organisation that

- Analyses issues at the frontier of addressing climate change, managing the energy transition, and limiting environmental threats in India and globally;
- Informs policymakers, stakeholders and the public about key policy and governance levers, and their implications; and
- Accelerates the transition to an environmentally and socially sustainable future by enabling strategic action for systemic change.

Work Description

The candidate will oversee and execute all administrative functions at SFC, as guided by the leadership. This will include handling basic office tasks, managing logistics, procurement and expenses, processing payments and reimbursements, supporting bookkeeping, supporting human resources management, filing records, and maintaining reporting schedule. The candidate will be expected to take initiative and work independently, while also liaising closely with multiple SFC staff to assist on administrative requests. The job provides an opportunity to take initiatives, learn and grow with a young organisation.

The candidate will report to the executive director and/or any other SFC staff designated by the executive director.

Key Responsibilities

- Managing and maintenance of office space and day-to-day operations.
- Coordinating travel logistics, related bookings, reimbursements, and filing.
- Managing and processing payment requests, staff reimbursements, and petty office expenses.
- Coordinate office procurements and liaise with vendors to ensure timely delivery, payments and record keeping. This includes maintain timely renewal of software and other subscriptions.
- Work closely with accounting consultants, support in bookkeeping and timely filing.
- Facilitate staffing and recruitment processes, including documentation, logistics and managing onboarding and exit processes.
- Receive and respond to communications to SFC through email, phone and post.
- Support in event organisation logistics across physical, online and hybrid formats.
- Any other related tasks assigned by the SFC leadership and fellows.

Qualifications

- Bachelor's degree in any discipline, Master's degree preferred
- Minimum 5-7 years of relevant work experience
- Strong familiarity with MS-Office, particularly MS-Word and MS-Excel
- Strong written and verbal communication skills in English
- Good interpersonal skills
- Ability to take initiative and help build an organisation

Remuneration

- Salary commensurate to experience and designation, in line with development sector standards.

Application Instructions

- Please submit your application, with a CV, a brief cover letter, and two references, in a single file to: hello@sustainablefutures.org
- Please write the following in the subject line: 'Application: SFC Administrative Coordinator/Manager'
- Please note that only shortlisted candidates will be contacted
- We are looking to hire for the position at the earliest possible. Applications will be reviewed on a rolling basis until position is filled.