



Position: Associate - Admin, Finance & Operations

No. of vacancies: 01

Location: Chennai

Duration: Full-time

About the Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution, and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation headquartered in New York City transforming cities in China, Brazil, India, Indonesia, East Africa, Mexico, and the United States.

Since 2021, ITDP is represented in India by ITDP Pvt. Ltd. (ITDP India) and has worked with governments, multilateral agencies, and civil society to make visible, on-the-ground improvements by providing technical expertise, policy solutions, research publications, and training programmes to create sustainable communities through high-quality public transport, including e-mobility, safe spaces for walking & cycling, traffic reduction mechanisms, and people-centered policies

More information about ITDP's work in India can be found at www.itdp.in

About the Position

We are looking for an Associate – Admin & Operations to join our Operations team. The duties shall include bookkeeping, administrative work, organising events, and vendor coordination, and others detailed below. She/he will ensure proper record maintenance and office management, aligning with organisation policy.

The position requires a full-time presence in Chennai with a commitment of 40 hours per week and the candidate shall report to the Operations Manager.

Duration

The position is for an initial term of two years but may be extended thereafter.

Scope of work

Finance:

- Coordinating with team members for vendor bills.
- Coordinating with the finance team ensuring timely payment, and acknowledging the payment details with related people.
- Maintaining and updating weekly payment register.
- Maintaining all kinds of supporting documentation for our external audits.
- Updating statutory filing documents on the drive periodically.
- Maintaining the fixed asset register and conducting physical verification every quarter.
- Ensuring the office-related payments (such as rent, electricity, telephone bills, internet payments and office supplies) are done on time.
- Maintaining vendor agreements (hard and soft copies) in respective folders.

Administration:

- Developing and maintaining a database of vendors; and negotiating with them to procure goods.
- Negotiate improvements in supplier performance.
- Developing systems and procedures to procure office items/goods as required by the project, including capital.
- Supporting all travel and logistics for team members.
- Supporting the organisation of events, meetings, and training related to the project.
- Ensuring day-to-day admin activities related to the project.
- Other responsibilities may be assigned from time to time by the supervisor.

Required experience and qualifications

- Graduate in Commerce with a minimum of 2-3 years of experience in Finance and Admin.
- Good knowledge of Office 365, SharePoint; knowledge in Tally and ERP is preferred.
- Minimum of 2 years of post-qualification experience in admin and operations in a sizable organisation (preferably in the social development sector)
- Ability to understand admin and finance processes.
- Excellent verbal and written communication and strong interpersonal skills.
- Ability and willingness to travel based on the job's need.

How to apply

Interested applicants can apply to jobs.india@itdp.org, cc: roopesh.kumar@itdp.org, using **'Associate - Admin & Operators'** in the subject line, with the following documents in a PDF format (maximum 5 MB):

- CV (including two professional references)
- Cover letter (In 200-250 words, explain how your qualifications and previous experience equip you for this position)

Deadline: 20th February 2024

The position will remain open until filled. Only shortlisted candidates will be contacted.

P.S: *If you don't meet all the criteria listed above, but believe that you have a passion for the work or any other strengths that make you a good fit for the position, please do apply! Make sure to highlight any other points about yourself in your cover letter so we can discuss them further during the interview if you are shortlisted.*

Remuneration

The pay scale for this position shall be Rs 7,00,000 to 10,00,000 per annum. Salary shall be commensurate with experience and skills.

Other benefits and employment policies

1. **Health Insurance:** We cover health insurance for you and your loved ones for up to INR 10 lakh.
2. **Capacity Development Allowance:** We offer an annual monetary and time allowance for every team member to build their capacity and skills.
3. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
4. **Leave policy:** We offer 6 days each of casual leave and sick leave, and 15 days of vacation time annually, along with public holidays.
5. **Provident Fund & Gratuity:** All our full-time employees are eligible for applicable EPF and Gratuity benefits.

Our Commitment to Diversity, Equity, and Inclusion

We encourage everyone—regardless of their religion, caste, gender, sexuality, and background—to apply for this role. We believe that each one at ITDP India has the responsibility—as senior leadership, managers, staff, and institutional partners—to create a welcoming working environment for people of diverse cultures and backgrounds to learn together. All of us are responsible for fostering a safe and inclusive workplace where questions, concerns and information about diversity, equity, and inclusion are a part of our ongoing dialogue and development.