JOB VACANCY - NAPP (Network of Asia Pacific Producers)

BACKGROUND

NAPP is a Network of Fairtrade certified Producers in Asia Pacific region. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Given the geographic challenge of catering to Fairtrade producers from Iran in the West to the Pacific Islands in the East, NAPP has constituted seven National networks and two sub-regional networks as well as Product Networks. NAPP’s mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: www.fairtrade.net and www.fairtradenapp.org NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region spread across 21 countries. It works with 275 Small Producer Organizations in Asia & Pacific regions.

Position: Office Administrator cum Travel Coordinator

Location: Bangalore. India

Coordination of activities planning and reporting: You will report to the finance manager of NAPP. In the absence of the finance manager, you will report to the COO of NAPP.

1.1 Duration of the Service : The services will be provided during the contracted period which starts from the date of joining till December 31st, based on work days of 8 hours, representing a 40 hour work week. During the year this position is expected to work for a minimum of 220 days (excluding holidays / leaves as per NAPP policies). At the end of six months, there will be an assessment of the role and possibility of role redefinition. Contract will be renewed annually based on the assessment of performance.

1.2 Main Purpose of the Job: This position will be responsible for finance & HR system support, organizing meetings and conferences, housekeeping, support to senior management and maintaining office records and travel coordination.

2 Key Performance Areas:

2.1 Office administration Support

• Support in organizing meetings and taking notes.
• Work as a seamless conduct in transfer of information from team members to NAPP management and vice versa.
• Responsible for reconciling invoices, claims, reimbursements and data entry for finance system
• Provide direct technical assistance to team members in IT support, financial form filling and vendor short listing
• Act as a key point of contact for team and producer organization queries, ensuring that, as far as possible, issues are dealt with promptly and efficiently
• Advertising vacancies, short listing candidates and organizing interviews
• Maintain staff records, attendance and leaves
• Manage petty cash and assets register
• Maintain advance requests and settlement, no dues and exit interviews
• Support in banking operations and financial operations related tasks
• Follow up with team for information and data
• Attending to visitors
• Housekeeping
• Employee welfare activities
• Enlisting vendors and vendor management
• Tracking staff adherence to finance, HR and IT SOPs

2.2 Executive Assistant Function

• Liaison with team and members on behalf of management
• Schedule meetings and appointments
• Assist in meetings with information, note taking and organizing logistics
• Preparation of travel documents, letters and correspondence
• Collecting information and data internally or externally to support executive decision
• Maintain finance claims, reimbursements and other formats.

2.3 Travel Coordinator Function

• Arrange travel and accommodation for employees, producers and company guests
• Serve as a general resource and point of contact for travel-related issues; assist employees with travel-related issues or concerns
• Research, negotiate, and secure rate with airlines, car rental companies, and hotels
• Empanelment of Hotels in different regions with NAPP
• Review and ensure all contracts for appearances include necessary specifications
• Act to ensure safe and efficient travel operations, in accordance with organizational policies and guidelines
• Receive and respond to incoming travel requests on behalf of the organization
• Coordinate with approved travel agent of NAPP for all the travel, visa and accommodation of NAPP staff

3. Qualification:

*Bachelor’s degree in any discipline with a minimum of 5 + years of experience in office administration and corporate travel booking*

Need candidate who can work independently and as part of a team. Must have strong oral and written communication skills; must be a good listener. Must be extremely well-organized, able to multitask and prioritize. Need a positive attitude, attention to detail, patience, and persistence.

4 Remuneration

Euro 700 - 800 (depending on qualification and experience)

5 Last date of Application (31/12/2019)

Please send your expression of interest with the latest CV via email: hr@fairtradenapp.org Please indicate: ‘Application for Office Administrator’ as the subject of your email. Only qualified candidate will be contacted for interview.