Admin Assistant
Full-time | Accounts & Finance Team
Base Location: Delhi NCR
Office Based Position
Start Date: 1st December 2023

About Oorja
Oorja ([www.oorjasolutions.org](http://www.oorjasolutions.org)) is an award-winning social enterprise based in New Delhi. We are on a mission to empower 1 million farmers globally by 2030 with the agricultural solutions they need to sustainably increase their income and quality of life.

Oorja is a Farming-as-a-Service company working at the intersection of sustainable agriculture and renewable energy. Our focus is on powering beneficial appliances that help users to generate stable incomes, create jobs, and mitigate carbon emissions. Despite urgent need, around 90% of marginal farmers cannot afford to invest in solar technology for their farms. Oorja wants to close this gap. We finance, install and maintain decentralised solar energy systems for community use. Oorja sells irrigation, milling and cooling as affordable services on a pay-per-use basis to smallholder farmers, without any upfront cost to them. We operate in rural areas of northern India where farmers are currently reliant on polluting and expensive diesel motors for their energy needs.

Our core strengths are our inclusive, farmer-centric business model and a diverse and driven team with shared passion for sustainable development. Some of our funders and partners in this mission are:
Role Background

Oorja is seeking an Admin Assistant to join our head office in Delhi NCR. You should bring a minimum of 2 years of experience working in the accounting and HR domain. You should have a good command of the English language and have solid knowledge of Microsoft Excel, Word and PowerPoint. You will be working with a goal-oriented team full of support and enthusiasm. The primary responsibilities will be of maintaining the company’s statutory records, assisting with the procurement process, helping with recruitment and onboarding of new hires, and communicating company policies to the team. You will be supporting the Finance Manager with statutory accounts, revenue, expense, inventory, HR, and admin related tasks.

Key Duties

- Assisting the HR team in recruitment, onboarding and training.
- Assisting management with statutory data preparation and records.
- Assisting the team with equipment procurement process.

Roles & Responsibilities

As an Admin Assistant, you will be expected to serve a key role within our Accounts & Admin team. Your responsibilities include, but are not limited to:

Accounting

- Preparing and maintaining data for statutory authorities for compliance under labour laws like PF, ESIC, wages act, bonus act, provision of gratuity etc. Research on applicable laws from time to time.
- Assisting with preparation of Income Tax and FEMA related data like GST, TDS, SFT and FLA workings. Following up for filed copies, acknowledgements and related documents from the external auditors.
- Preparation of monthly Debtor’s ageing from the Sales Collection Reports. Conducting profitability analysis site-wise.
- Preparation and maintenance of Fixed Assets register.
- Preparation of monthly reconciliation of expenses from virtual account and prepaid cards and updating their bills.
- Assisting with the employee reimbursement process for business and travel expense claims. Collection and reconciliation of supporting invoices and receipt. Ensuring that Company policy has been followed. Documentation of all the reimbursements made employee-wise.
- Half yearly reconciliation of payments to MSME vendors for return submission.
- Creation of monthly Sales Collection Reports and allocating them to the Sales Assistants for data updating including outstanding dues.
- Assisting with preparation of quarterly financial statements including P&L, Balance Sheet and Cash Flow and any other MIS reports.
- Maintaining liaison with the company’s external auditor and bank and making visits to them at regular intervals as per requirement. Making couriers of requested documents by the bank to initiate several processes, transactions and services.

Procurement

- Inviting quotations from suppliers and preparing Purchase Orders for the asset and inventory procurement and update the sheet as per the current inventory status. Make regular follow ups with the team in case of change of inventory from one location to another.
- Inspecting incoming materials and documents to ensure compliance with applicable central, state, and local rules and regulations like GST, e-Waybill applicability. Make proper entries in procurement sheets till the inventory is received and its updating in Fixed Asset Register with all the cost project-wise.

- Helping in updating the Project Masterfile as and when the project is implemented with follow up of for documentation from necessary personnel.

- Ordering and maintaining adequate office supplies. Maintaining office equipment and arrange for repair when necessary. Coordinate with team for raising orders like Oorja T-shirt, Caps, Visiting Cards, Employee ID cards or any other materials from time to time.

- Keeping track of warranty certificates for all the items purchased.

**Human Resources**

- Sending welcome emails to new employees for information and documents collection as per required company format and adding employees to specific WhatsApp group(s).

- Helping in preparation of Job Descriptions, Offer Letters, Employment Contracts, NDAs and other required documents like increment letters, certificate and invoices to and from employees and consultants.

- Helping with creation of Hindi version of Employment Contracts including code of conduct and generating contracts on stamp paper wherever necessary

- Assisting with preparation of company policies and their communication to the employees through training workshops from time to time.

- Assisting with procuring asset insurance, D&O and other insurance policies as required.

- Helping with updating and maintaining the HR software GeytHR and health and accident insurance platform Plum. Assisting employees with making insurance claims when required.

- Communication with the field teams on regular basis for resolving small issues and raising complaints thereof.

- Conducting reference checks of candidates that have been made a job offer as per the questionnaire provided by the company and requesting them for payslips from the previous employer.

- Assisting with probation and bi-annual performance review procedures. Sending reminders at a regular interval to ensure completion on time.

- Preparing training calendar and organizing the internal team trainings and workshops. Maintaining folder of the recordings and PPT for future references.

- Assisting with day-to-day operations of the HR functions and duties like dealing with employee requests regarding human resource issues, rules, and regulations.

- Assisting with payroll preparation by providing relevant data (leave absences, bonus, etc.) and other monthly recurring payments like rents, electricity, etc.

**Office Support**

- Maintaining calendar and schedule of activities, meetings, and various events. Setting up meetings and appointments on Zoom and Google Teams. Coordinating activities with other departments, and outside agencies.

- Coordinating travel arrangements for employees and annual team retreat. Making flight, train and hotel bookings. Documenting all the business travel authorisation and expense forms provided by employees.

- Providing administrative support and type, proofread and translate from English to Hindi a variety of documents including correspondence, reports, memos, letters, notices, forms, notes, etc.
Qualifications & Skills
- At least 2 years of experience in Accounting, HR and Admin work
- Bachelor’s degree in a relevant field
- Proficiency with MS Office and comfortable using Excel for data entry and analysis
- Fluency in English and Hindi – both written and spoken language is a must
- Clear communication, presentation and people management skills
- Track record of producing results on time in a fast-paced environment
- Attention to detail, highly organised and efficient
- Self-motivated, confident character with the ability to interact with sensitivity and respect with people from various backgrounds.

What We Offer
- A highly enthusiastic, self-driven international team
- A melting pot of diverse talents – development professionals, researchers, engineers, farmers, scientists and community mobilisers
- Competitive remuneration package
- Interesting field of work where you will build your understanding of solar technology and the development sector
- Close mentorship for career development
- A flat and open work culture and friendly work environment
- Experience and responsibility at an award-winning company in the renewable energy and agri-tech industries, among the fastest-growing segments of the global economy
- The chance to make a difference and to help improve people’s lives.

How to Apply
If this opportunity appeals to you, please send your application by filling the brief online application form before 25 November 2023 here – www.orjasolutions.org/apply-now

Equal Opportunities and Non-Discrimination Statement
Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavours to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.