

Admin Assistant

Full-time | Accounts & Admin Team

Base Location: Delhi NCR

Office Based Position

Start Date: 1st March 2024



About Oorja

Oorja (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, admin and/or HR domains. 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 to maintain the company's statutory records, assist with the procurement process, help with recruitment and onboarding of new hires, and communicate company policies to the team. You will be supporting the Finance Manager with statutory accounts, revenue, expense, inventory, HR and admin related tasks. **Note: If you have experience in 2 out of the following 3 domains, you are encouraged to apply even if you don't yet have experience of a 3rd domain: Accounting, Admin and HR.**

Key Duties

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

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:

Human Resources

- Act as the first point of contact for new recruits with the company; schedule and organise interviews; maintain database of applicants and gather key HR related information
- Assist with preparation of job descriptions, offer letters, employment contracts, NDAs, increment letters, certificate and invoices to and from employees and consultants
- Conduct reference checks and collect HR-related documents following company formats
- Send welcome emails to new employees
- Assisting with preparation of company policies and their communication to the employees through training workshops from time to time
- Assist with probation and bi-annual performance review procedures
- Update and maintain the HR software GreytHR and health and accident insurance platform Plum; assist other staff in making insurance claims
- Prepare a training calendar; organise internal team trainings and workshops
- Assist with day-to-day operations of the HR function, such as dealing with employee requests regarding human resource issues, rules and policies
- Assisting with payroll preparation by providing relevant data (leave absences, bonus, etc.)
- Communicate with teams on regular basis for resolving minor complaints and issues.

Procurement

- Invite quotations from suppliers; prepare purchase orders and other procurement documents
- Ensure incoming materials are inspected and required documents are available to ensure compliance with applicable central, state and local rules and regulations such as GST, e-Waybill
- Make entries in procurement sheets till the inventory is received; update the Fixed Asset Register with all the costs project-wise

- Update the Project Masterfile with details of all installed projects; follow up with field teams for any missing documentation
- Keep track of warranty certificates for all the items purchased
- Order and maintain adequate office supplies; coordinate with team for raising orders such as for company memorability, business cards, employee ID cards, etc.
- Maintain office equipment and arrange for repair when necessary
- Assist with procuring asset insurance, D&O and other insurance policies as required.

Office Support

- Maintain calendar and schedule of activities, meetings and various events
- Set up meetings and appointments on Zoom and Google Meet
- Coordinate travel arrangements for employees and annual team retreat; make flight, train and hotel bookings
- Maintain records of all business travel and expense authorisation forms submitted by employees
- Provide administrative support and type, proofread and translate from English to Hindi a variety of documents including correspondence, reports, memos, letters, notices, forms, notes, etc.
- Assist with processing of monthly recurring payments like rents, electricity, etc.
- Arrange for couriers of documents to initiate various processes, transactions and services.

Accounting

- Prepare and maintain 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
- Assist with preparation of Income Tax and FEMA related data like GST, TDS, SFT and FLA workings; follow up for filed copies, acknowledgements and related documents from the external auditors
- Prepare monthly debtor's ageing from the Sales Collection Reports; conduct profitability analysis
- Prepare and maintain Fixed Assets register
- Prepare monthly reconciliation of expenses from virtual account and prepaid cards and update bills
- Assist with the employee reimbursement process for business and travel expense claims as well as supporting invoices and receipts; ensure company policies have been followed
- Perform half-yearly reconciliation of payments to MSME vendors for return submission
- Create monthly Sales Collection Reports and allocate them to the Sales Assistants for data entry, including outstanding dues
- Assisting with preparation of quarterly financial statements including P&L, balance sheet and cash Flow and any other MIS reports
- Maintain liaison with the company's external auditor and bank; make visits to them at regular intervals as per requirement.

Qualifications & Skills

- At least 2 years of experience in Accounting, HR and/or 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
- Attention to detail, highly organised and efficient
- Clear communication, presentation and people management skills
- Track record of producing results on time in a fast-paced environment
- Self-motivated, confident character.

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 **31st January 2024** here – www.oorjasolutions.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.